

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: COMMISSION ON FILIPINOS OVERSEAS (CFO)Period: FY 2018

| Sub-Indicators | Key Area for Development | Proposed Actions to Address Key Areas | Responsible Entity | Timetable | Resources Needed |
|----------------|--|---|--|----------------|--|
| 1.a | Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement | Convene a Special BAC meeting to discuss the Procurement Capacity Development Action and propose actions if necessary, for approval by Management. For this Key Area for Development (KAD), propose for the consolidation of all common goods (i.e. IT equipment) as a single lot. | BAC, BAC Secretariat, Management (as applicable) | 2nd Quarter | PPMP, budget for meetings |
| 1.b | Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement | Convene a Special BAC meeting to discuss the Procurement Capacity Development Action and propose actions if necessary, for approval by Management. For this Key Area for Development (KAD), propose for the consolidation of all common goods (i.e. IT equipment) as a single lot. | BAC, BAC Secretariat, Management (as applicable) | 2nd Quarter | PPMP, budget for meetings |
| 2.a | Percentage of shopping contracts in terms of amount of total procurement | Convene a Special BAC meeting to discuss the Procurement Capacity Development Action and propose actions, if necessary, for approval by Management. For this Key Area for Development (KAD), propose for the reduction of total shopping procurement. | BAC, BAC Secretariat, Management (as applicable) | 2nd Quarter | PPMP, budget for meetings |
| 2.b | Percentage of negotiated contracts in terms of amount of total procurement | | | | |
| 2.c | Percentage of direct contracting in terms of amount of total procurement | | | | |
| 2.d | Percentage of repeat order contracts in terms of amount of total procurement | | | | |
| 2.e | Compliance with Repeat Order procedures | | | | |
| 2.f | Compliance with Limited Source Bidding procedures | | | | |
| 3.a | Average number of entities who acquired bidding documents | Since 2018, the BAC already adjusted from time to time the prices set for the bidding documents to entice more bidders. To increase and encourage participation by bidders, the bid opportunities, aside from its timely posting in the PhilGEPs and agency website, will also make use of CFO's various social media channels such as Youtube to drum up interest and reach out to a wider audience. | BAC, BAC Secretariat | All Year Round | BAC Secretariat, ICT equipment, Social media |

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| 3.b | Average number of bidders who submitted bids | Since 2018, the BAC already adjusted from time to time the prices set for the bidding documents to entice more bidders. To increase and encourage participation by bidders, the bid opportunities, aside from its timely posting in the PhilGEPS and agency website, will also make use of CFO's various social media channels such as Youtube to drum up interest and reach out to a wider audience. | BAC, BAC Secretariat | All Year Round | BAC Secretariat, ICT equipment, Social media |
| 3.c | Average number of bidders who passed eligibility stage | To increase and encourage participation by bidders, the bid opportunities, aside from its timely posting in the PhilGEPS and agency website, will also make use of CFO's various social media channels such as Youtube to drum up interest and reach out to a wider audience. | BAC, BAC Secretariat | All Year Round | BAC Secretariat, ICT equipment, Social media |
| 3.d | Sufficiency of period to prepare bids | | | | |
| 3.e | Use of proper and effective procurement documentation and technical specifications/requirements | | | | |
| 4.a | Creation of Bids and Awards Committee(s) | | | | |
| 4.b | Presence of a BAC Secretariat or Procurement Unit | | | | |
| 5.a | An approved APP that includes all types of procurement | | | | |
| 5.b | Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service | | | | |
| 5.c | Existing Green Specifications for GPPB-identified non-CSE items are adopted | | | | |
| 6.a | Percentage of bid opportunities posted by the PhilGEPS-registered Agency | On-time posting of invitations/bid opportunities in PhilGEPS and in the CFO website under Procurement Opportunities. Consider using/tapping Social Media such as Facebook to enhance information dissemination. | BAC, BAC Secretariat, Management (as applicable) | All Year Round | PPMP, ICT equipment |
| 6.b | Percentage of contract award information posted by the PhilGEPS-registered Agency | | | | |
| 6.c | Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency | | | | |
| 7.a | Presence of website that provides up-to-date procurement information easily accessible at no cost | | | | |

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| 7.b | Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website | Since 2018, new section titled Consolidated Procurement Monitoring Reports under the Transparency Seal of CFO website where these reports were already posted. Also, BAC will endeavor to ensure on-time preparation of Procurement Monitoring Reports and submission to GPPB. | BAC, BAC Secretariat | All Year Round | PPMP, ICT equipment |
| 8.b | Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding | | | | |
| 8.c | Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe | | | | |
| 9.a | Percentage of contracts awarded within prescribed period of action to procure goods | | | | |
| 9.b | Percentage of contracts awarded within prescribed period of action to procure infrastructure projects | | | | |
| 9.c | Percentage of contracts awarded within prescribed period of action to procure consulting services | | | | |
| 10.a | There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis | | | | |
| 10.b | Percentage of participation of procurement staff in procurement training and/or professionalization program | Enrollment of HOPE, all BAC members, BAC Secretariat in all procurement related trainings. Also, include procurement trainings in the Annual CFO Learning Development Plan. | BAC, BAC Secretariat, HOPE(as applicable) | 2nd-4th Quarter | PPMP, ICT equipment, Available Trainings, Budget |
| 10.c | The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity | | | | |
| 11.a | The BAC Secretariat has a system for keeping and maintaining procurement records | | | | |
| 11.b | Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records | | | | |
| 12.a | Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance | | | | |
| 12.b | Timely Payment of Procurement Contracts | | | | |
| 13.a | Observers are invited to attend stages of procurement as prescribed in the IRR | | | | |
| 14.a | Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits | Previously made a formal request to mother agency (OP) for availment of its IAS for periodic specialized procurement audit of CFO. In addition, a proposal was made in 2018 to DBM for the creation of an Internal Auditor position. | BAC, BAC Secretariat, AFD, HOPE | Year Round | OP, DBM, Budget |
| 14.b | Audit Reports on procurement related transactions | | | | |

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| 15.a | The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements | | | | |
| 16.a | Agency has a specific anti-corruption program/s related to procurement | | | | |