

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN

Name of Agency: DILG

Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1	Competitive Bidding as Default Procurement Method	1. Undertake Public Bidding for the procurement of goods, infrastructure and consulting services with Approved Budget for the Contract (ABC) of more than Five Million Pesos (Php 5,000,000.00) for DILG Central Office and attached agencies such as BJMP, BFP, PPSC, and LGA.	DILG BAC	as necessary	
		2. Undertake Public Bidding for the procurement of goods, infrastructure and consulting services with Approved Budget for the Contract (ABC) of not more than Five Million Pesos (Php 5,000,000.00) for DILG Central Office.	COBAC	as necessary	
2	Limit the use of Alternative Modes of Procurement	1. Implementation of Buffer Stock Scheme, particularly on office supplies / training supplies	Property Accounts Section, General Services Division, Administrative Service (GSD, AS)	4th Quarter 2015	
3	Encourage more competitive bidding process	1. Enforce the conduct and submission of Market Analysis to the end users to ensure that ABCs are within the current market price and the specifications are complete and still available in the market.	Procurement Section, GSD, AS	1st quarter 2015	
8 and 9	Increase efficiency of procurement processes and strict compliance with procurement timeframes	1. Filling up of vacant positions of BAC Secretariat Section under the General Services Division, Administrative Service, dedicated to provide secretariat services to the BAC and to address the delay in the procurement process due to lack of manpower to handle the task.	General Services Division, Administrative Service (GSD, AS)	3rd Quarter 2015	
		2. Conduct consultation-meeting with Information System and Technology Management Service (ISTMS) of the Department on the development of the Procurement Management and Information System (PMIS)	Procurement Section, GSD, AS	4th Quarter 2015	
		3. Conduct orientation and hands-on training on the PMIS	Procurement Section, GSD, AS	4th Quarter 2015	
		4. Full implementation of PMIS	Procurement Section, GSD, AS	2016	
		5. Strengthen the capability of BAC, TWG, BAC Secretariat, Procurement personnel, and other concerned personnel/officers of the Department and its attached agencies by conducting Government Procurement Management Training	Procurement Section / BAC Secretariat, GSD, AS	4th Quarter 2015	

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