

**DEPARTMENT OF TOURISM REGION IV-A Annual Procurement Plan for FY 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/RFI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>A. TOURISM DEVELOPMENT AND PLANNING</b>													
	<b>I. Regional Capacity Development Workshop for Local Tourism Development Plan (LTDP) and Forum on the Devolution of Tourism Services / Functions for LGUs</b>											To capacitate the local government units on preparing respective Tourism Development Plan (LTDP), including the discussion among tourism stakeholders and officials on the devolution of tourism services under the Mandanas ruling.	
5029905003	Rents– Motor Vehicle (Van Hire)	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	Feb and Aug	Feb	Feb	Feb	GoP	30,000.00	30,000.00		
5029903000	Meals, Venue and Accommodation	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	Feb and Aug	Feb and Aug	Feb and Aug	Feb and Aug	GoP	175,000.00	175,000.00		
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	Feb and Aug	Feb and Aug	Feb and Aug	Feb and Aug	GoP	10,000.00	10,000.00		
	<b>II. Technical Assessment for Endorsement of Foreshore Lease Application (FLA), Miscellaneous Lease Applications (MLA)</b>											To conduct assessment, validation for endorsement of Foreshore Lease Application (FLA), Miscellaneous Lease Applications (MLA) under tourism purposes and other matters concerning tourism management.	
5029905003	Rents – Motor Vehicle (Van Hire)	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	year-round	year-round	year-round	year-round	GoP	30,000.00	30,000.00		
502039000	Fuel, Oil, and Lubricants	Tourism Development and Planning	NO	NP-Direct Retail Purchase	year-round	year-round	year-round	year-round	GoP	30,000.00	30,000.00		
	<b>IV. Technical Assistance (Assessment and Review) of Tourism Plans and Researches</b>											To provide technical assistance to tourism stakeholders through assessment and review of tourism plans (CLUPs, TDPs, etc.), researches (academic and technical) and other studies in line with the thrust to the NTDP and sustainable tourism	
50299050-03	Rental – Motor Vehicle (Van Hire)	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	year-round	year-round	year-round	year-round	GoP	30,000.00	30,000.00		
	<b>V. Conduct of Tourism Statistics Training for LGUs</b>											To capacitate LGUs on gathering accurate and efficient tourism data.	
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	September and October	September and October	September and October	September and October	GoP	3,000.00	3,000.00		
5029905003	Rents – Motor Vehicle (Van Hire)	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	September and October	September and October	September and October	September and October	GoP	30,000.00	30,000.00		
5029903000	Meals, Venue and Accommodation	Tourism Development and Planning	NO	NP-53.10 Lease of Real Property and Venue	September and October	September and October	September and October	September and October	GoP	165,000.00	165,000.00		
<b>SUB-TOTAL</b>										<b>503,000.00</b>	<b>503,000.00</b>		

B. INDUSTRY TRAINING													
	<b>I. Seminar on Filipino Brand of Service Excellence</b>												To empower tourism industry workers to provide quality service; a branded way of delivering serving and the Filipino values
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	181,600.00	181,600.00		
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	20,000.00	20,000.00		
	<b>II. Seminar on Community-Based Kulinarya</b>												To enhance the skills of various communities engaged in community-based tourism to improve food service and quality.
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	120,800.00	120,800.00		
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	10,000.00	10,000.00		
	<b>III. Training on Community Cultural Guiding</b>												To produce DOT-accredited community guides.
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	232,800.00	232,800.00		
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	February	February	February	February	GoP	35,000.00	35,000.00		
	<b>SUB TOTAL</b>									<b>600,200.00</b>	<b>600,200.00</b>		
C. ACCREDITATION													
	<b>I. Conduct of Inspection for accreditation and Monitoring (Ground Handling Service)</b>												To ensure the prescribed timeline for application and processing of applications; and to monitor if accredited tourism enterprises have maintained its compliance to the DOT standards
5029905003	Rents - Motor Vehicles (Van Hire)	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb., Apr., Jul. & Dec.	Feb., Apr., Jul. & Dec.	Feb., Apr., Jul. & Dec.	Feb., Apr., Jul. & Dec.	GoP	60,000.00	60,000.00		
5020101000	Accommodation	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	GoP	10,000.00	10,000.00		
5020503000	Subscription for video conferencing application/platform	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	12,000.00	12,000.00		
502039000	Fuel, Oil, and Lubricants	Accreditation Unit	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel	year-round	year-round	year-round	year-round	GoP	50,000.00	50,000.00		
5021306001	Repair service of motor vehicles	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	July and October	July and October	July and October	July and October	GoP	5,000.00	5,000.00		
	<b>II. Conduct of Face to Face Seminar/Orientation (Ground Handling Service)</b>												To provide awareness to industry owners on Accreditation
5029905003	Rents - Motor Vehicles (Van Hire)	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Oct. & Nov.	Oct. & Nov.	Oct. & Nov.	Oct. & Nov.	GoP	24,000.00	24,000.00		
5029905001	Venue with meals for the seminar	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	April and June	April and June	April and June	April and June	GoP	90,000.00	90,000.00		
502039000	Fuel, Oil, and Lubricants	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	year-round	year-round	year-round	year-round	GoP	50,000.00	50,000.00		
	<b>III. QMS Activities</b>												Conduct of internal auditing by Planning Services/QMS facilitators
5020101000	Accommodation and Meals	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	GoP	10,000.00	10,000.00		
	<b>SUB TOTAL</b>									<b>311,000.00</b>	<b>311,000.00</b>		

D. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES													
50299030 00	Meals (GAD Activities)	GAAS	NO	NP-53.9 - Small Value Procurement	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	GoP	68,000.00	68,000.00		
5029905001	Office Space Rental	GAAS	YES	NP-53.10 Lease of Real Property and Venue	December 2023	December 2023	December 2023	December 2023	GoP	3,052,000.00	3,052,000.00		
5029905001	Storeroom Rental	GAAS	YES	NP-53.10 Lease of Real Property and Venue	December 2023	December 2023	December 2023	December 2023	GoP	403,000.00	403,000.00		
5021203000	Security Services	GAAS	YES	NP-53.9 - Small Value Procurement	December 2023	December 2023	December 2023	December 2023	GoP	691,000.00	691,000.00		
50299030 00	Meals (QMS Activities)	GAAS	YES	NP-53.9 - Small Value Procurement	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	Feb, May, Aug, & Nov.	GoP	20,000.00	20,000.00		
5020301000	Office Supplies (Annex B)	GAAS	YES	NP-53.5 Agency-to-Agency	year-round	year-round	year-round	year-round	GoP	5,000.00	5,000.00		
5021306001	Maintenance and repair of Office equipment (vehicle, aircon, etc.)	GAAS	YES	NP-53.9 - Small Value Procurement	year-round	year-round	year-round	year-round	GoP	10,000.00	10,000.00		
<b>SUB TOTAL</b>										<b>4,249,000.00</b>	<b>4,249,000.00</b>		
E. MARKET AND PRODUCT DEVELOPMENT													
	<b>I. Development and Enhancement of Niche Tourism Products</b>												To develop and strengthen the identified niche tourism markets under the new normal providing integrated mechanism and strategies in advancing each niche market's viability and
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February and April	February and April	February and April	February and April	GoP	40,000.00	40,000.00	X	
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February and April	February and April	February and April	February and April	GoP	220,000.00	220,000.00	X	
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February and April	February and April	February and April	February and April	GoP	20,000.00	20,000.00	X	
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	February and April	February and April	February and April	February and April	GoP	20,000.00	20,000.00	X	
	<b>II. Dive CALABARZON Fiesta</b>												To assess, validate and develop and promotes dive and sail tourism circuits in the region under the new normal, to increase the desire for domestic tourism to spur revenue generation and restart tourism activities in identified tourism clusters in the region.
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	80,000.00	80,000.00	X	
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	320,000.00	320,000.00	X	
50299050-01	Rent/Lease Expenses - Booth Rental (Structure)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	470,000.00	470,000.00	X	
50299050-04	Rent/Lease Expenses (LED Wall, Sound System, etc.)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	90,000.00	90,000.00	X	
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	20,000.00	20,000.00	X	
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	October	October	October	October	GoP	20,000.00	20,000.00	X	

	<b>III. Philippine Experience Program: CALABARZON Region</b>													To develop and strengthen the histo-cultural experience (Experience Philippines) in CALABARZON in collaboration with the Local Government Units and other stakeholders
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - November	April - November	April - November	April - November	GoP	120,000.00	120,000.00	X		
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - November	April - November	April - November	April - November	GoP	1,300,000.00	1,300,000.00	X		
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - November	April - November	April - November	April - November	GoP	60,000.00	60,000.00	X		
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	April - November	April - November	April - November	April - November	GoP	20,000.00	20,000.00	X		
	<b>IV. Participation to International Sales Mission</b>													To reenergize and promote the newly created tourism circuits under the new normal through participation to international trade fairs and expositions. To promote CALABARZON region as the preferred tourist destination in the country.
50201010 00	Airline Tickets	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	435,000.00	435,000.00	X		
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	45,000.00	45,000.00	X		
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	920,000.00	920,000.00	X		
5029901000	Production of tarpaulin, pull-out banners, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	80,000.00	80,000.00	X		
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	Yearround	Yearround	Yearround	Yearround	GoP	20,000.00	20,000.00	X		
	<b>V. Media and Travel Trade, Industry Stakeholders Invitational Program and Familiarization Tour of Tourism Circuits</b>													To maximize the exposure and promotion of the destinations based on the new normal, including the development of new tourism circuits through assessment and validations with industry partners and stakeholders.
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	May - September	May - September	May - September	May - September	GoP	70,000.00	70,000.00	X		
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	May - September	May - September	May - September	May - September	GoP	286,000.00	286,000.00	X		
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	May - September	May - September	May - September	May - September	GoP	10,000.00	10,000.00	X		
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	May - September	May - September	May - September	May - September	GoP	20,000.00	20,000.00	X		

	<b>VI. Benchmarking of Best Practices of Island Destinations for CALABARZON</b>													To assess and validate the best practices of island destinations in order for emerging island destinations and sun and beach tourism destinations in CALABARZON to enhance viability and competitiveness under the new
50201010 00	Airline Tickets	Product and Market Development	NO	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	80,000.00	80,000.00	X		
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	80,000.00	80,000.00	X		
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	219,000.00	219,000.00	X		
5020399000	Tarpaulin, special paper for badges & certificates, certificate holders, tokens, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	July	July	July	July	GoP	20,000.00	20,000.00	X		
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	July	July	July	July	GoP	15,000.00	15,000.00	X		
	<b>VII. Travel Trade: Regional Participation to National Travel Fair or Trade Expo</b>													To reenergize and promote the newly created tourism circuits through participation to national trade fairs and expositions. To promote CALABARZON region as the preferred tourist destination in the
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - December	April - December	April - December	April - December	GoP	45,000.00	45,000.00	X		
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - December	April - December	April - December	April - December	GoP	280,000.00	280,000.00	X		
5029901000	Production of tarpaulin, pull-out banners, etc.	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - December	April - December	April - December	April - December	GoP	80,000.00	80,000.00	X		
50299050-01	Rent/Lease Expenses - Booth Rental (Structure)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - December	April - December	April - December	April - December	GoP	510,000.00	510,000.00	X		
50299050-04	Rent/Lease Expenses (LED Wall, Sound System, etc.)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - December	April - December	April - December	April - December	GoP	90,000.00	90,000.00	X		
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	April - December	April - December	April - December	April - December	GoP	20,000.00	20,000.00	X		
	<b>VIII. Public Relations, Media, Advertising, Travel Trade Promotions and Support to Regional Events</b>													To support the gradual reopening of tourism destinations, including the local conduct of tourism events and activities in the region, as it opens its borders for domestic and international tourists. To promote CALABARZON as a fun, safe and
5029905003	Rents - Motor Vehicles (Van Hire)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	50,000.00	50,000.00	X		
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	130,000.00	130,000.00	X		

50299010 00	Production of Tarpaulins, pull-out banners, etc	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	20,000.00	20,000.00	X	
50299050-04	Rent/Lease (LED Wall, Sound System, etc.)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Yearround	Yearround	Yearround	Yearround	GoP	80,000.00	80,000.00	X	
502039000	Fuel, Oil, and Lubricants	Product and Market Development	NO	NP-Direct Retail Purchase	Yearround	Yearround	Yearround	Yearround	GoP	20,000.00	20,000.00	X	
	<b>IX. Corporate Giveaways Uniquely CALABARZON</b>												To provide relevant, timely and updated tourism information about the region for foreign and local markets.
50203990 00	Corporate Giveaways Uniquely CALABARZON	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April - September	April - September	April - September	April - September	GoP	800,000.00	800,000.00	X	
	<b>SUB TOTAL</b>									<b>7,225,000.00</b>	<b>7,225,000.00</b>		
	<b>GRAND TOTAL</b>									<b>12,888,200.00</b>	<b>12,888,200.00</b>		

Consolidated by:

  
**JANNETH G. REGIO**  
 BAC Secretariat

Funds Available

  
**JANNETH G. REGIO**  
 Budget Officer

Recommending Approval:

  
**MARIO R. DAGA**  
 BAC Chairman

Approved by:

  
**MARITES T. CASTRO**  
 Regional Director