

Department of Tourism-National Capital Region Indicative Annual Procurement Plan (Non-CSE) CY 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/REI	Submission/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5020301000	Supply and Delivery of Common - Use office Supplies and Equipment	GSU/all units	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱100,000.00	₱100,000.00	-	Recommended to be undertaken through Shopping 521a if not available in the PS DBM
5020399000	Supply and delivery of other supplies and Materials	GSU/all units	NO	Shopping/NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱3,000,000.00	₱3,000,000.00	-	-
502001000	Accountable Forms	Finance Unit	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱13,000.00	₱13,000.00	-	-
5.0203E+10	Fuel, Oil, and Lubricants	GSU/Other Units	NO	NP-53.5 Direct Retail Purchase for POL Products		within the FY 2024			GoP	₱150,000.00	₱150,000.00	-	NP-53.14 (new section)Direct Retail Purchase for POL Products
5.0299E+09	Lease of Office Space	All Units	NO	NP-53.10 Lease of Real Property and Venue		within the FY 2024			GoP	₱6,820,000.00	₱6,820,000.00	-	-
5020402000	Electricity	All Units	NO	Direct Contracting		within the FY 2024			GoP	₱30,000.00	₱30,000.00	-	-
5020501000	Postage and courier	All Units	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱20,000.00	₱20,000.00	-	-
5020502001	Telephone (cell cards/Mobile)	All Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱100,000.00	₱100,000.00	-	-
5020502002	Telephone Landline	All Units	NO	Direct Contracting		within the FY 2024			GoP	₱200,000.00	₱200,000.00	-	-
5020502002	Internet	Internal Services	NO	Direct Contracting		within the FY 2024			GoP	₱40,000.00	₱40,000.00	-	-
5021102000	Extra ordinary and Miscellaneous	ALL Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱136,000.00	₱136,000.00	-	-
5021199000	Auditing Services	Finance Unit	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱20,000.00	₱20,000.00	-	-
5021299000	Other General Services	All Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱20,000.00	₱20,000.00	-	-
5021305002	Repair and Maintenance of Office Equipment	GSU	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱50,000.00	₱50,000.00	-	-
5021305003	Repair and Maintenance of Info Communication Tech. Equipment	All Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱10,000.00	₱10,000.00	-	-
5021308000	Repair and Maintenance of Transportation Equipment (Motor Vehicle)	GSU	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱220,000.00	₱220,000.00	-	-
5021501000	Taxes, Duties and Licenses	GSU/Admin	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱5,000.00	₱5,000.00	-	-
5021502000	Fidelity Bond Premiums	All Units	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱60,000.00	₱60,000.00	-	-
5021503000	Insurance Expenses (Building, Equipment, Motor Vehicles)	GSU	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱30,000.00	₱30,000.00	-	-
5029902000	Printing & Publication	All Units	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱25,000.00	₱25,000.00	-	-
5029903000	Representation Expenses	Internal Services	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱350,000.00	₱350,000.00	-	-
5029905003	Rental of Motor Vehicle	All Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱50,000.00	₱50,000.00	-	-
5029905004	Rental of equipments	All Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱110,000.00	₱110,000.00	-	-
5029906000	Membership Dues & Contribution to Organizations	All Units	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱10,000.00	₱10,000.00	-	-
5029906000	Subscription Expenses	All Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱1,000,000.00	₱1,000,000.00	-	-
5020101000	Local Travel Expenses (airtickets)	all Units	NO	NP-53.5 Agency-to-Agency/NP-53.9-Small Value Procurement		within the FY 2024			GoP	₱500,000.00	₱500,000.00	-	-
50201020 00	Foreign Travel Expenses (airtickets, DSA)	all Units	NO	NP-53.9 - Small Value Procurement		within the FY 2024			GoP	₱1,000,000.00	₱1,000,000.00	-	-
5020201000	Training Expenses and scholarship	All Units	NO	NP-53.5 Agency-to-Agency		within the FY 2024			GoP	₱450,000.00	₱450,000.00	-	-
	Womens Month Celebration	Internal Services	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/NP-53.9 Small Value Procurement	N/A	N/A	N/A	Mar-24	GoP	₱83,000.00	₱83,000.00	-	-
502039900	Capability Building Program for GAD Focal Point System Personnel of NCR Regional Office	Internal Services	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/NP-53.9 Small Value Procurement	N/A	N/A	N/A	Jul-24	GoP	₱39,300.00	₱39,300.00	-	-
	18 Day Campaign toEnd Violence Against Wopmen (VAW) and RA 10398 Series of 2012 Declaring November 25th as National Consciousness Day for the Elimination Of Violence Against Women and Children	Internal Services	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/NP-53.9 Small Value Procurement	N/A	N/A	N/A	Nov-24	GoP	₱149,100.00	₱149,100.00	-	-

	Team Performance/ Team Building Program	Internal Services	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	Oct-24	GoP	₱526,148.00	₱526,148.00			
	Inspection, Evaluation and Processing of Accreditation of Tourism Establishments	TRD	NO	NP-53.5 Direct Retail Purchase for POL Products/NP-53.9-Small Value Procurement/Direct Contracting	within the FY 2024				GoP		₱207,000.00	₱207,000.00		
	Procurement of Gadgets to Process Accreditation Applications	TRD	NO	NP-53.9 - Small Value Procurement				Mar-24	GoP	₱98,000.00	₱98,000.00			
	Processing of Accreditation Applications	TRD	NO	Shopping/NP-53.5 Agency-to-Agency/ NP_53.9- Small Value Procurement	within the FY 2024				GoP		₱49,504.00	₱49,504.00		
	Accreditation Campaign													
	PAS Orientation (3 Runs)			NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/NP-53.9 Small Value Procurement	February and August 2024				GoP		₱387,437.00	₱387,437.00		
	Appreciation Night for DOT-NCR Stakeholders	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Nov-20	GoP	₱130,939.00	₱130,939.00		Appreciation Night for DOT-NCR Stakeholders	
	Write Shop for the Regional Board of Examiners (RBEX) Downloaded	TRD	NO	NP-53.9 - Small Value Procurement	Oct-20	N/A	N/A	Nov-20	GoP	₱39,120.00	₱39,120.00		Appreciation Night for DOT-NCR Stakeholders	
	DINNER HOSTING AND TRANSPORT PROVISION FOR ASSOCIATION OF TOURISM OFFICERS OF THE PHILIPPINES (ATOP) ON THEIR 1ST QUARTERLY MEETING IN MANILA AND OATH-TAKING AS NEWLY-ELECTED OFFICERS	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱119,300.00	₱119,300.00			
	MINDANAO TOURISM EXPO 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱699,800.00	₱699,800.00			
	PTAA TRAVEL AND TOUR EXPO 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱673,640.00	₱673,640.00			
	CENTRAL PHILIPPINES EXPO 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱737,600.00	₱737,600.00			
	PHILIPPINE TRAVEL MART 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱689,640.00	₱689,640.00			
	NORTH LUZON TRAVEL FAIR 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱876,580.00	₱876,580.00			
	PARTICIPATION TO LOCAL/REGIONAL TRAVEL FAIRS	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱139,540.00	₱139,540.00			
	MANILA FOOD AND WINE FESTIVAL 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱126,100.00	₱126,100.00			
	COUNCIL FOR PROMOTIONS OF TOURISM IN ASIA(CPTA) PHOTO CONTEST	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱95,865.00	₱95,865.00			
	TECHNICAL TOUR/ISIT TO NCR LGUs	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱149,310.00	₱149,310.00			
	SUPPORT TO FILIPINO MARTIAL ARTS	TDD/PMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱194,607.00	₱194,607.00			
	SUPPORT TO HEALTH TOURISM	TDD/PMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱194,607.00	₱194,607.00			
	SUPPORT TO SPORTS TOURISM	TDD/PMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱189,357.00	₱189,357.00			
5021103002	CREATIVE AND COMMUNICATIONS SUPPORT SERVICES FOR DOT-NCR MARKETING, BRANDING AND PUBLIC RELATIONS January to December 2024	TDD/PMDU	NO	Public Bidding	N/A	N/A	N/A	N/A	GoP	₱1,600,000.00	₱1,600,000.00			
	Organizing and Hosting of Cultural, Educational Activities for Group Tours, Media, International Delegates, and DOT Guests	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱505,592.00	₱505,592.00			
	CRUISE CALLS 2024 FEBRUARY	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱288,800.00	₱288,800.00			
	CRUISE CALLS 2024 MARCH	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱288,800.00	₱288,800.00			
	OPLAN SEMANA SANTA 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱61,500.00	₱61,500.00			
	CRUISE CALLS 2024 OCTOBER	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱193,200.00	₱193,200.00			
	OPLAN UNDAS 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱61,500.00	₱61,500.00			
	OPLAN PASKO 2024	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱61,500.00	₱61,500.00			
	CRUISE CALLS 2024 DECEMBER	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	₱97,600.00	₱97,600.00			

A. Local Tourism Development Planning Workshop - Coaching and Mentoring 1 (2 Days per Run) - 5 Runs First Quarter - Marikina and San Juan Cities - March 2024 Second Quarter - Pateros and Pasay - June 2024 Third Quarter - Tagulig - July 2024	TDD/TDPRIMU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP					
A. Tourism Enterprise Forum	TDD/TDPRIMU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	Oct-24	GoP		₱381,075.00	₱381,075.00		
A. DOT-NCR AND DENR-NCR REGIONAL ECOTOURISM COMMITTEE (REC) CONVERGENCE ON THE VALIDATION OF ECOTOURISM SITES IN THE NATIONAL CAPITAL REGION/ MEETINGS (LPPWP, La Mesa Ecopark, Tagalag Fishing Village, Jamboree Lake, a Pasig Riv	TDD/TDPRIMU	NO	NP-53.9 - Small Value Procurement				May and September 2024	GoP		₱139,735.00	₱139,735.00		
B. DOT-NCR AND DSWD-NCR REGIONAL ADVISORY COUNCIL ON THE PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) YOUTH BENEFICIARIES - THE FILIPINO BRAND OF SERVICE	TDD/TDPRIMU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Aug-24	GoP		₱159,915.00	₱159,915.00		
C. DOT-NCR AND DENR-NCR REGIONAL CAVE COMMITTEE CONVERGENCE - COMMUNITY GUIDING SEMINAR FOR APUGAN CAVE, LA MESA WATERSHED RESERVATION	TDD/TDPRIMU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Nov-24	GoP		₱41,335.00	₱41,335.00		
Refresher Course for Community Tour Guides In Intramuros (1 run)	IMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱25,550.00	₱25,550.00		
Tourist Oriented Police for Community Order and Protection (2 runs)	IMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱355,000.00	₱355,000.00		
Barrier Free Tourism (1 run)	IMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱320,000.00	₱320,000.00		
Tourism Integrates, Supports, and Minds Women's Rights and Child Safety (1 run)	IMDU	NO	NP-53.10 Lease of Real Property and Venue/NP-53.9-Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱80,000.00	₱80,000.00		
-	-	-	-	-	-	-	-	-	-	₱80,000.00	₱80,000.00		
-	-	-	-	-	-	-	-	-	-	Total MOOE	₱25,855,596.00	-	-
-	-	-	-	-	-	-	-	-	-	Total Capital O	-	-	-
-	-	-	-	-	-	-	-	-	-	Total Annual Procurement	₱25,855,596.00	-	-

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