

**DEPARTMENT OF TOURISM IVB-MIMAROPA (DOT-MIMAROPA)**  
**Indicative Annual Procurement Plan- Non CSE FY 2025**

Code (PAP)	Procurement Program/Project	Object Code	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 Program/Activity/Project)
						Advertisement/Posting of IB/EI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
5029905006	Renewal Payments of One (1) year Internet Connection/ Subscription of the new Regional Office-MIMAROPA	a.1.a	GMS	Yes	Renewal of Contract per Appendix 21 (WETI)	N/A	N/A	N/A	November 2024	Regular Agency Fund (01000000)	PHP 156,000.00	PHP 156,000.00	PHP 0.00	Service Provider: PLDT Inc.
5029905001	Renewal for Lease of Office Space- Puerto Princesa Satellite Office FY 2024	a.1.a	GMS	Yes	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	N/A	N/A	November 2024	Regular Agency Fund (01000000)	PHP 124,992.00	PHP 124,992.00	PHP 0.00	Rents- Building and Structures
5029905001	Renewal for Lease of Office Space- DOT-MIMAROPA Regional Office FY 2025	a.1.a	GMS	Yes	Renewal of Contract per Appendix 21 (WETI)	N/A	N/A	N/A	November 2024	Regular Agency Fund (01000000)	PHP 8,190,000.00	PHP 8,190,000.00	PHP 0.00	Rents- Building and Structures
5029905006	Renewal and Payments of Regional Office Utilities in Puerto Princesa Satellite Office	a.1.a	GMS	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	N/A	N/A	N/A	January to December 2024	Regular Agency Fund (01000000)	PHP 84,000.00	PHP 84,000.00	PHP 0.00	Operating Lease
5029905000	Procurement of Meals for the DOT MIMAROPA General Staff Meeting	a.1.a	GMS	NO	Shopping - Others	N/A	January 2024, April 2024, July 2024, and October 2024	N/A	N/A	Regular Agency Fund (01000000)	PHP 40,000.00	PHP 40,000.00	PHP 0.00	General Staff Meeting
5021306001	Procurement of Preventive Maintenance Services (PMS) Provider for the Regional Office's Official Vehicle- Toyota Innova SLA 737 FY 2025, Toyota HIACE 2.8L Grandia, and Toyota Avanza	a.1.a	GMS	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January 2025, April 2025, July 2025 and October 2025	January 2025, April 2025, July 2025 and October 2025	January 2025, April 2025, July 2025 and October 2025	January 2025, July 2025 and October 2025	Regular Agency Fund (01000000)	PHP 200,000.00	PHP 200,000.00	PHP 0.00	Repair and Maintenance of Office Official Vehicle
5020302000	Purchase of Accountable Forms	a.1.a	GMS	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	1st to 2nd Quarter FY 2024	1st to 2nd Quarter FY 2024	1st to 2nd Quarter FY 2024	1st to 2nd Quarter FY 2024	Regular Agency Fund (01000000)	PHP 2,600.00	PHP 2,600.00	PHP 0.00	To ensure purchase of accountable forms needed in the regional office
5020309000	Purchase of Fuel, Oil, Lubricants, and other immediate Expenses in the Regional Office	a.1.a	GMS	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	January to December 2024	January to December 2024	January to December 2024	January to December 2024	Regular Agency Fund (01000000)	PHP 360,000.00	PHP 360,000.00	PHP 0.00	Petty Cash and/or Operating Funds for the Regional Office
5021302000	Renewal of Bond (March to May)- 5 Bonded Officials: (Cabigao, Nicolas, Reyes) and (De Guzman, Ortiz Luis ) and Renewal of Bond (September)- 8 Bonded Officials: (RD, Aranton, Quseea, Andal, Cabalu, Pineda, Rañeses, Valera)= 13 bonded officials and New Bond Official (2): Delariarte, J. and Bautista, R.	a.1.a	GMS	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	March to April 2024 and 3rd Quarter	March to April 2024 and 3rd Quarter	March to April 2024 and 3rd Quarter	March to April 2024 and 3rd Quarter	Regular Agency Fund (01000000)	PHP 97,504.00	PHP 97,504.00	PHP 0.00	Ensure renewal of the Fidelity Bond of officials and officers.
5021302000	Renewal and Payment of Regional Office Vehicle Policy Insurances, PPEs Fire Insurances and other required insurances for emergency purpose- FY 2025	a.1.a	GMS	NO	Negotiated Procurement - Agency to Agency (Sec. 53.5)	January to December 2024	January to December 2024	January to December 2024	January to December 2024	Regular Agency Fund (01000000)	PHP 58,000.00	PHP 58,000.00	PHP 0.00	Ensure renewal of required insurances for the regional office vehicles, equipments etc.
5020301002	Purchase of necessary materials, cleaning and office supplies, etc. for the new Regional Office	a.1.a	GMS	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	May 2024 to December 2024	May 2024 to December 2024	May 2024 to December 2024	May 2024 to December 2024	Regular Agency Fund (01000000)	PHP 164,000.00	PHP 164,000.00	PHP 0.00	Office Supplies FY 2025
5020101000	Purchase of Airline Tickets for the Official use of DOT-MIMAROPA employees, officers and/or officials FY 2025	a.1.a	GMS	NO	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	N/A	N/A	N/A	N/A	Regular Agency Fund (01000000)	PHP 500,000.00	PHP 500,000.00	PHP 0.00	Purchase of Airline Tickets for the Official use of DOT-MIMAROPA employees, officers and/or officials FY 2025

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5020101000	Direct Purchase of Roundtrip Airline Tickets for the Official use of Accreditation Officers during the conduct of Mobile Inspection in MIMAROPA FY 2025	a.3.c.1	TRD	NO	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	N/A	N/A	N/A	N/A	Regular Agency Fund (01000000)	PHP 282,190.00	PHP 282,190.00	PHP 0.00	Mobile Inspection and Accreditation Projects in MIMAROPA- 28 Flights
5029905002	Procurement of Services of Tourist Land Transport: Van Rental, Water transport: Motor Boat rental for the Conduct of Mobile Inspection and Accreditation in MIMAROPA FY 2025	a.3.c.1	TRD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March to September 2025	March to September 2025	March to September 2025	March to September 2025	Regular Agency Fund (01000000)	PHP 577,000.00	PHP 577,000.00	PHP 0.00	Mobile Inspection and Accreditation Projects in MIMAROPA
5029905000	Procurement of Meals and other Representation expenses for the MIMAROPA personnel during Mobile Accreditation	a.3.c.1	TRD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March to September 2025	March to September 2025	March to September 2025	March to September 2025	Regular Agency Fund (01000000)	PHP 60,000.00	PHP 60,000.00	PHP 0.00	MIMAROPA Tourism Recognition and Appreciation Night
5029907000	Purchase of Online Subscription such as gmail account and inspectors account annual zoom subscription, google drive subscription and QR Code subscription	a.3.c.1	TRD	NO	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	N/A	N/A	N/A	January and May 2025	Regular Agency Fund (01000000)	PHP 12,500.00	PHP 12,500.00	PHP 0.00	Online Subscriptions for Official use of Tourism Regulation Division
5020101000	Direct Purchase of Roundtrip Airline Tickets for the attendance of Accreditation Officers on retooling seminars	a.3.c.1	TRD	NO	Direct Retail Purchase of POL and Airline Tickets (Sec. 53.14)	N/A	N/A	N/A	N/A	Regular Agency Fund (01000000)	PHP 80,000.00	PHP 80,000.00	PHP 0.00	Attendance on Retooling seminars- 8 Flights
5029901000	Procurement of Supplier for 10 Pull-up banners and 15 tarpaulin posters of DOT-Accredited Tourism Enterprises and frontliners for the seaports and airports of DOT-MIMAROPA Region	a.3.c.1	TRD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March and April 2025	March and April 2025	March and April 2025	March and April 2025	Regular Agency Fund (01000000)	PHP 97,500.00	PHP 97,500.00	PHP 0.00	Publication of List Of DOT Accredited Tourism Enterprises FY 2025
5021199000	Procurement of Services of DOT-Accredited Travel and Tour Agency / Tour Operator for the conduct of Community Guiding Training - Puerto Galera, Oriental Mindoro	a.3.b	IT	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March 2024	March 2024	March 2024	March 2024	Regular Agency Fund (01000000)	PHP 70,570.00	PHP 70,570.00	PHP 0.00	Community Guiding Training - Puerto Galera, Oriental Mindoro
5021199000	Procurement of Services of DOT-Accredited Travel and Tour Agency / Tour Operator for the conduct of Integrated Tourist-Oriented Police for Community Order and Protection Training - San Jose, Occidental Mindoro	a.3.b	IT	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March 2024	March 2024	March 2024	March 2024	Regular Agency Fund (01000000)	PHP 186,160.00	PHP 186,160.00	PHP 0.00	Conduct of Integrated Tourist-Oriented Police for Community Order and Protection Training - San Jose, Occidental Mindoro
5021199000	Procurement of Services of DOT-Accredited Travel and Tour Agency / Tour Operator for the Conduct of Tourist Driver - Puerto Princesa City, Palawan	a.3.b	IT	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March 2024	March 2024	March 2024	March 2024	Regular Agency Fund (01000000)	PHP 68,960.00	PHP 68,960.00	PHP 0.00	Tourist Driver - Puerto Princesa City, Palawan
5020101000 5020101000 5029905002	Procurement of Service Provider for the Updating of the Regional Tourism Development Plan: Meals Accommodation Transportation Training Materials	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March	March	March	March	Regular Agency Fund (01000000)	PHP 502,840.00	PHP 502,840.00	PHP 0.00	Updating of the Regional Tourism Development Plan
5021199000	Procurement of Service Provider for Web Hosting Management of Tourism Live Inventory of Statistics and Tourist Arrivals (TourLISTA) System	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	April	December	December	December	Regular Agency Fund (01000000)	PHP 90,000.00	PHP 90,000.00	PHP 0.00	Management of Tourism Live Inventory of Statistics and Tourist Arrivals (TourLISTA) System
5020101000 5020101000 5029905002	Procurement of Service Provider for Tourism Product Market Survey (Peak Season): Meals Accommodation Transportation Training Materials	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	May	May	May	May	Regular Agency Fund (01000000)	PHP 648,000.00	PHP 648,000.00	PHP 0.00	Tourism Product Market Survey (Peak Season):

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5020101000 5020399000	Procurement of Service Provider for Tourism Product Market Survey (Peak Season):  Giveaways/Tokens	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	May	May	May	May	Regular Agency Fund (01000000)	PHP 649,000.00	PHP 649,000.00	PHP 0.00	Tourism Product Market Survey (Peak Season):
5020101000 5020101000 5029905002	Procurement of Service Provider for Quarterly meetings of MRTC, and other Regional Committees:  Meals Accommodation Transportation	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	August	August	August	August	Regular Agency Fund (01000000)	PHP 12,000.00	PHP 12,000.00	PHP 0.00	Quarterly meetings of MRTC, and other Regional Committees
5020101000 5020399000	Procurement of Service Provider for the Tourism Champions Challenge Start-up kit, survivaland First Aid Kit  *Collaterals / Training Kits	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	August	August	August	August	Regular Agency Fund (01000000)	PHP 316,000.00	PHP 316,000.00	PHP 0.00	Tourism Champions Challenge Start-up kit, survivaland First Aid Kit
5020101000 5020101000 5029905002	Procurement of Service Provider for the Participation to the National Statistics Month 2025:  Meals Accommodation Transportation Training Materials	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	October	October	October	October	Regular Agency Fund (01000000)	PHP 100,000.00	PHP 100,000.00	PHP 0.00	Participation to the National Statistics Month 2025
5021199000  5029905003 5020101000 5029903000 5029905001	Procurement of Accredited Tour Operator/ Travel Agency for the participation of DOT MIMAROPA to the 2nd Mindanao Tourism Expo (MTEX) 2025:  Van Rental Airfare Meals Accommodation	a.3.a	TDD - TFPF	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	April	April	April	April	Regular Agency Fund (01000000)	PHP 169,802.00	169,802.00	PHP 0.00	Participation of DOT MIMAROPA to the Mindanao Tourism Expo (MTEX) 2025
5020101000 5020399000	Gender and Development  Tour Operator Giveaways/Tokens	a.3.d.1	TDD - TFPF		Negotiated Procurement - Small Value Procurement (Sec. 53.9)	October	October	October	October	Regular Agency Fund (01000000)	PHP 64,900.44	PHP 64,900.44	PHP 0.00	GAD activities FY 2025
5021199000  5029903000 5029905001 5029905003	Procurement of services of DOT Accredited Tour Operator for the participation of the DOT MIMAROPA Travel Tour Expo (TTE) 2025:  Meals Accommodation Van Rental	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January	January	January	January	Regular Agency Fund (01000000)	PHP 202,500.00	PHP 202,500.00	PHP 0.00	Participation of the DOT MIMAROPA to Travel Tour Expo (TTE) FY 2025
5021199000	Procurement of Booth Contractor for the participation of DOT MIMAROPA to Tour Expo (TTE) and Philippine Dive Expo (PHDEX)	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January	January	January	January	Regular Agency Fund (01000000)	PHP 362,250.00	PHP 362,250.00	PHP 0.00	Participation of the DOT MIMAROPA to the Travel Tour Expo (TTE) and Philippine International Dive Expo (PHDEX)
5021199000	Procurement of Tokens/ Giveaways for the participation of the DOT MIMAROPA to the Travel Tour Expo (TTE) and Philippine International Dive Expo (PHDEX)	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	January	January	January	January	Regular Agency Fund (01000000)	PHP 266,500.00	PHP 266,500.00	PHP 0.00	Participation of the DOT MIMAROPA to Travel Tour Expo (TTE) and Philippine International Dive Expo (PHDEX)
5020501000	Procurement of Event Organizer for the Booth Space Rental on the Travel Tour Expo 2025	a.3.d.1	TDD - MPD	NO	Direct Contracting (Sec. 50)	N/A	N/A	N/A	January	Regular Agency Fund (01000000)	PHP 251,750.00	PHP 251,750.00	PHP 0.00	Procurement of Event Organizer for the Booth Space Rental on the Travel Tour Expo 2025)
5021199000	Procurement of Services of Events Management relative to the Palawan Philippine Experience Program	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March	March	March	March	Regular Agency Fund (01000000)	PHP 975,000.00	PHP 975,000.00	PHP 0.00	Philippine Experience Program
5020501000	Procurement of Services of an Accredited Travel Agency for the Airfare and Cargo for the Palawan Philippine Experience Program: Culture, Heritage and Arts Caravan	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	March	March	March	March	Regular Agency Fund (01000000)	PHP 790,500.00	PHP 790,500.00	PHP 0.00	Philippine Experience Program
5020501000	Procurement of Event Organizer for the Booth Space Rental on the Mindanao Tourism Expo (MTEX)	a.3.d.1	TDD - MPD	NO	Direct Contracting (Sec. 50)	N/A	N/A	N/A	April	Regular Agency Fund (01000000)	PHP 60,000.00	PHP 60,000.00	PHP 0.00	Participation of DOT MIMAROPA to the Mindanao Tourism Expo (MTEX) 2025
5021199000	Procurement of Booth Design Contractor for the participation of DOT MIMAROPA to the Mindanao Tourism Expo (MTEX) 2025	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	April	April	April	April	Regular Agency Fund (01000000)	PHP 100,000.00	PHP 100,000.00	PHP 0.00	Participation of DOT MIMAROPA to the Mindanao Tourism Expo (MTEX) 2025


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5021199000	Procurement of the Booth Contractor for the participation of the DOT MIMAROPA to the 3rd Central Philippines Tourism Expo (CPTEx) 2025	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	June 2025	June 2025	June 2025	June 2025	Regular Agency Fund (01000000)	PHP 594,000.00	PHP 594,000.00	PHP 0.00	Central Philippines Tourism Expo 2025
5021199000	Procurement of Event Organizer for the Booth Space Rental for the participation of the DOT MIMAROPA to the 3rd Central Philippines Tourism Expo (CPTEx) 2025	a.3.d.1	TDD - MPD	NO	Direct Contracting (Sec. 50)	N/A	N/A	N/A	June 09, 2024	Regular Agency Fund (01000000)	PHP 155,000.00	PHP 155,000.00	PHP 0.00	Central Philippines Tourism Expo 2025
5021199000	Procurement of Tour Operator/ Travel Agency for the participation of the DOT-MIMAROPA to the 3rd Central Philippines Tourism Expo (CPTEx) 2025	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	June	June	June	June	Regular Agency Fund (01000000)	PHP 80,000.00	PHP 80,000.00	PHP 0.00	Central Philippines Tourism Expo 2025
5029905003	Van Rental													
5029903000	Meals													
50201010 00	Airfare													
50205010 00	Cargo Expenses													
5021199000	Procurement of the Booth Contractor for the participation of the Philippine Travel Mart (PTM) 2025	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	August	August	August	August	Regular Agency Fund (01000000)	PHP 285,000.00	PHP 285,000.00	PHP 0.00	36th Philippine Travel Mart (PTM) 2025
5029905001	Procurement of Event Organizer for the Booth Space Rental on the 35th Philippine Travel Mart (PTM) 2025 at SMX Convention Center, Mall of Asia Complex, Pasay City	a.3.d.1	TDD - MPD	NO	Direct Contracting (Sec. 50)	N/A	N/A	N/A	August	Regular Agency Fund (01000000)	PHP 372,958.50	PHP 372,958.50	PHP 0.00	36th Philippine Travel Mart (PTM) 2025
5021199000	Procurement of the Booth Design Contractor for the North Luzon Travel Expo (NLTE) 2025	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	September	September	September	September	Regular Agency Fund (01000000)	PHP 50,000.00	PHP 50,000.00	PHP 0.00	North Luzon Travel Expo (NLTE) 2025
5021199000	Procurement of the Booth Design Contractor for the OBRA MIMAROPA Trade Fair 2024	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	September	September	September	September	Regular Agency Fund (01000000)	PHP 50,000.00	PHP 50,000.00	PHP 0.00	OBRA MIMAROPA Trade Fair 2025
5029905001	Procurement of Event Organizer of the Booth Space Rental for the OBRA MIMAROPA Trade Fair 2025	a.3.d.1	TDD - MPD	NO	Direct Contracting (Sec. 50)	N/A	N/A	N/A	September	Regular Agency Fund (01000000)	PHP 300,000.00	PHP 300,000.00	PHP 0.00	OBRA MIMAROPA Trade Fair 2025
5020101000 5020399000	Gender and Development Orange your Icon Tour Operator Giveaways/Tokens	a.3.d.1	TDD - MPD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	October	October	October	October	Regular Agency Fund (01000000)	PHP 827,480.61	PHP 827,480.61	PHP 0.00	Orange your Icon and GAD activities FY 2025

Prepared by:

  
**SHEILA D. PINEDA**  
 Head, BAC Secretariat

Funds Available:

  
**YOLANDA B. CABIGAO**  
 Budget Officer

Recommending Approval:

  
**CECIL V. ARANTON**  
 BAC Chairperson

Approved by:

  
**ROBERT V. P. ALABADO III**  
 Officer-in-Charge, DOT MIMAROPA