



**DOT-NCR REGIONAL OFFICE
BIDS AND AWARDS COMMITTEE**

RESOLUTION NO. 2025-002

**RECOMMENDING APPROVAL OF DEPARTMENT OF TOURISM - NATIONAL CAPITAL
REGION (DOT-NCR) ANNUAL PROCUREMENT PLAN (APP) NON COMMON USE SUPPLIES
AND EQUIPMENT (APP-Non CSE) FY 2025^h**

WHEREAS, as per BAC Resolution No. 2024-094 dated September 11, 2024 the DOT-NCR Bids and Awards Committee (BAC), recommended for approval the **Indicative Annual Procurement Plan for Non-Common Use Supplies and Equipment (APP-Non CSE) FY 2025**;

WHEREAS, Section 7.3.5 of the revised 2026 IRR of R.A. 9184 states that:

“As soon as the GAA, corporate budget, or appropriation ordinance, as the case may be, becomes final, the end-user or implementing units shall revise and adjust the PPMPs to reflect the budgetary allocation for their respective PAPs. The revised PPMPs shall be submitted to the BAC, through its Secretariat, for the final recommendation of the procurement. The indicative APP shall then be revised and approved in accordance with Section 7.2 of this IRR.”

WHEREAS, the Bids and Awards Committee of DOT-NCR is mandated by Republic Act no. 9184 otherwise known as the “Government Procurement Reform Act” to prepare the Annual Procurement Plan (APP) to be approved by the Head of the Procuring Entity (HoPE);

WHEREAS, Section 7.2 Rule II of Republic Act (RA) No. 9184 and its Revised Implementing Rules and Regulations (IRR) mandates that no government procurement shall be undertaken unless it is in accordance with the approved APP of the procuring entity;


WHEREAS, Section 14.1 (i) of the revised Implementing Rules and Regulation (IRR) of R.A 9184 provides that the BAC Secretariat is tasked to consolidate the Project Procurement Management Plans (PPMPs) from various units of the Procuring Entity to make them available for review as indicated in Section 7 of this IRR and prepare the APP;


NOW, THEREFORE, We, the Members of the DOT-NCR Bids and Awards Committee (BAC) hereby **RESOLVE** to recommend to the Head of the Procuring Entity of DOT NCR the approval of the **DOT-NCR Annual Procurement Plan for Non-Common Use Supplies and Equipment (APP-Non CSE) FY 2025** which is made an integral part hereof.

Approved this 21th day of January 2025 in Makati City.

Recommending Approval:


IVANOVICH T. AGOTE
BAC Vice-Chairperson


VICTORIA MARGARITA V. PAJE
BAC Chairperson



MAY MENDOZA-RAMOS
BAC Member



MARVIN N. MALACAMAN
BAC Member



KIM BARRYLL L. MENOR
BAC Member

	APPROVED		DISAPPROVED
✓			


SHARLENE ZABALA-BATIN
Assistant Secretary for TDRG and concurrent
Regional Director for DOT-NCR

Department of Tourism - National Capital Region Annual Procurement Plan (APP Non-CSE) CY 2025


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/Opening 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/ NP-53.9 - Small Value Procurement	within the FY 2025				GoP	100,000.00	100,000.00	-	
5020399000	Supply and delivery of other supplies and Materials	GSU/all units	NO	Shopping/ NP-53.5 Agency-to-Agency/ NP-53.9 - Small Value Procurement	within the FY 2025				GoP	300,000.00	300,000.00	-	
502001000	Accountable Forms	Finance Unit	NO	NP-53.5 Agency-to-Agency	within the FY 2025				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 2025				GoP	150,000.00	150,000.00	-	
5.0299E+09	Lease of Office Space	All Units	NO	NP-53.10 Lease of Real Property and Venue	within the FY 2025				GoP	9,000,000.00	9,000,000.00	-	
5020402000	Electricity	All Units	NO	Direct Contracting	within the FY 2025				GoP	30,000.00	30,000.00	-	
5020501000	Postage and courier	All Units	NO	NP-53.5 Agency-to-Agency	within the FY 2025				GoP	20,000.00	20,000.00	-	
5020502001	Telephone (cell cards/mobile)	All Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	100,000.00	100,000.00	-	
5020502002	Telephone Landline	All Units	NO	Direct Contracting	within the FY 2025				GoP	200,000.00	200,000.00	-	
5020502002	Internet	Internal Services	NO	Direct Contracting	within the FY 2025				GoP	40,000.00	40,000.00	-	
5021102000	Extra ordinary and Miscellaneous	ALL Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	136,000.00	136,000.00	-	
5021199000	Auditing Services	Finance Unit	NO	NP-53.5 Agency-to-Agency	within the FY 2025				GoP	20,000.00	20,000.00	-	
5021299000	Other General Services	All Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				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 2025				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 2025				GoP	10,000.00	10,000.00	-	
5021306000	Repair and Maintenance of Transportation Equipment (Motor Vehicle)	GSU	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	220,000.00	220,000.00	-	
5021501000	Taxes, Dues and Licenses	GSU/Admin	NO	NP-53.5 Agency-to-Agency	within the FY 2025				GoP	5,000.00	5,000.00	-	
5021502000	Fidelity Bond Premiums	All Units	NO	NP-53.5 Agency-to-Agency	within the FY 2025				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 2025				GoP	30,000.00	30,000.00	-	
5029902000	Printing & Publication	All Units	NO	NP-53.5 Agency-to-Agency	within the FY 2025				GoP	25,000.00	25,000.00	-	
5029903000	Representation Expenses	Internal Services	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	350,000.00	350,000.00	-	
5029905003	Rental of Motor Vehicle	All Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	50,000.00	50,000.00	-	
5029905004	Rental of equipments	All Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				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 2025				GoP	10,000.00	10,000.00	-	
5029906000	Subscription Expenses	All Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	50,000.00	50,000.00	-	
5020101000	Local Travel Expenses (air/tickets)	all Units	NO	NP-53.5 Agency-to-Agency/ NP-53.9 - Small Value Procurement	within the FY 2025				GoP	250,000.00	250,000.00	-	
5020102000	Foreign Travel Expenses (air/tickets, DSA)	all Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				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 2025				GoP	450,000.00	450,000.00	-	
	Information Systems and Strategic Plans	All Units	NO	NP-53.9 - Small Value Procurement	within the FY 2025				GoP	1,000,000.00	1,000,000.00	-	
	Gender and Development Programs and Advocacy Programs Women's 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	83,900.00	83,900.00	-	
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 to End Violence Against Women (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	75,100.00	75,100.00	-	
	Skills Training Program for DOT-NCR Personnel-Continuing Education/Enhancement Seminar for DOT-NCR Personnel-Complete Staff Work Workshop	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-25	GoP	65,000.00	65,000.00	-	
	Inspection, Evaluation and Processing of Accreditation of Tourism Establishments	TRD	NO	NP-53.9 - Small Value Procurement/ Agency to Agency/ Shopping	within the FY 2025				GoP	552,000.00	552,000.00	-	
	Processing of Accreditation Applications	TRD	NO	Shopping/ NP-53.5 Agency-to-Agency/ NP-53.9 - Small Value Procurement	within the FY 2025				GoP	116,000.00	116,000.00	-	


	Accreditation Campaign	TRD		NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/ NP-53.9 Small Value Procurement	within the FY 2025	GoP	60,000.00	60,000.00		
	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/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	119,300.00	119,300.00		
	MINDANAO TOURISM EXPO 2025	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	699,800.00	699,800.00		
	PTAA TRAVEL AND TOUR EXPO 2025	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	738,640.00	738,640.00		
	CENTRAL PHILIPPINES EXPO 2025	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	760,100.00	760,100.00		
	PHILIPPINE TRAVEL MART 2025	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	1,254,640.00	1,254,640.00		
	NORTH LUZON TRAVEL FAIR 2025	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	876,560.00	876,560.00		
	SUSTAINABLE TOURISM FOR LGUs	TDD/PMU	NO	NP-53.10 Lease of Real Property and Venue/ Small Value Procurement	within the FY 2025	GoP	95,000.00	95,000.00		
	PARTICIPATION TO LOCAL/REGIONAL TRAVEL FAIRS	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	489,080.00	489,080.00		
	MANILA FOOD AND WINE FESTIVAL 2025	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	257,900.00	257,900.00		
	COUNCIL FOR PROMOTIONS OF TOURISM IN ASIA (CPTA) PHOTO CONTEST	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	95,865.00	95,865.00		
	TECHNICAL TOUR/VISIT TO NCR LGUs	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	196,710.00	196,710.00		
	SUPPORT TO FILIPINO MARTIAL ARTS	TDD/PMU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9 - Small Value Procurement	within the FY 2025	GoP	279,607.00	279,607.00		
	SUPPORT TO HEALTH TOURISM	TDD/PMU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9 - Small Value Procurement	within the FY 2025	GoP	269,607.00	269,607.00		
	SUPPORT TO SPORTS TOURISM	TDD/PMU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9 - Small Value Procurement	within the FY 2025	GoP	264,357.00	264,357.00		
	CREATIVE AND COMMUNICATIONS SUPPORT SERVICES FOR DOT-NCR MARKETING, BRANDING AND PUBLIC RELATIONS January to December 2025	TDD/PMU	NO	Public Bidding	within the FY 2025	GoP	1,600,000.00	1,600,000.00		
	PROCUREMENT OF LAPTOPS FOR PMDU	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	100,000.00	100,000.00		
	Organizing and Hosting of Cultural, Educational Activities for Group Tours, Media, International Delegates, and DOT Guests	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	611,184.00	611,184.00		
	CRUISE CALLS 2025	TDD/PMU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/ NP-53.9 Small Value Procurement	within the FY 2025	GoP	6,057,000.00	6,057,000.00		
	OPLAN SEMANA SANTA	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	61,500.00	61,500.00		
	OPLAN UNDA5	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	61,500.00	61,500.00		
	OPLAN PASKO	TDD/PMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	123,000.00	123,000.00		
	DOT-NCR's Participation to the celebration of "Fiesta Hispana-Filipina" in connection to the Fiesta de Intramuros	TDD/TPRIMU		NP-53.9 - Small Value Procurement	within the FY 2025	GoP	600,000.00	600,000.00		
	A. Technical Assistance on Tourism Development Plan (LTDP 2- Coaching and Mentoring 2 Days per Run) For LGUs Las Pinas, Marikina, San Juan, Pasay and Taguig - 5 Runs)		NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9 - Small Value Procurement	within the FY 2025	GoP	481,500.00	481,500.00		
	Cultural Performances during fellowship and partnership events	TDD/TPRIMU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services/ NP-53.9 Small Value Procurement	within the FY 2025	GoP	200,000.00	200,000.00		

A.DOT - NCR Metro Manila - Regional Tobacco Control Network Convergence - "MPOWER Training for NCR LGUs and Hotels Health Officers (1 Day) - February 2025	TDD/TDPRIMU	NO	NP-53.9 - Small Value Procurement/ NP-53.10 Lease of Venue	Feb-25	GoP	108,140.00	108,140.00		
DOT-NCR AND DSWD NCR REGIONAL ADVISORY COUNCIL ON THE PANTAWID PAMILYANG PILIPINO PROGRAM (4Ps) YOUTH BENEFICIARIES (40 PAX)	TDD/TDPRIMU	NO	NP-53.9 - Small Value Procurement	Aug-25	GoP	135,815.00	135,815.00		
C. DOT-NCR AND DENR-NCR REGIONAL ECOTOURISM COMMITTEE CONVERGENCE - ON THE VALIDATION/ASSESSMENT OF PROPOSED ECOTOURISM SITES IN NCR (LPPWP, La Mesa Ecopark, Tagalog Fishing Village, Jamboree Lake and Apugan Cave)	TDD/TDPRIMU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	79,950.00	79,950.00		
TECHNICAL ASSISTANCE TO LGUs AND STAKEHOLDERS ON TOURISM STATISTICS PROGRAM (50 pax)	TDD/TDPRIMU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9-Small Value Procurement	within the FY 2025	GoP	105,130.00	105,130.00		
Community Guiding Seminar	IMDU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9-Small Value Procurement	within the FY 2025	GoP	288,300.00	288,300.00		
DOT NCR Advocacy Training Program (Tourism Integrators, Supports and Minds Womens Rights and Child Safety (TourISM WoRCS) and Barrier Free Tourism)	IMDU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9-Small Value Procurement	within the FY 2025	GoP	184,000.00	184,000.00		
Community-based Tourism Training	IMDU	NO	NP-53.9 - Small Value Procurement	within the FY 2025	GoP	200,700.00	200,700.00		
Sustainable Tourism Gender Sensitivity Training	IMDU	NO	NP-53.10 Lease of Real Property and Venue/ NP-53.9-Small Value Procurement	within the FY 2025	GoP	95,000.00	95,000.00		
TOTAL:						32,280,185.00	32,280,185.00		
Total Annual Procurement							32,280,185.00		

Prepared by:

 LAWRENCE J. ALCANTARA
 BAC Secretariat

Recommending Approval:


 MAY MENDOZA-RAMOS
 BAC Member


 IVANNOVICH T. AGOTE
 BAC Vice-Chairperson



 KIM DARRYL L. MENOR
 BAC Member


 VICTORIA MARGARITA V. PAJE
 BAC Chairperson

APPROVED/DISAPPROVED:


 SHARLENE ZABALA-BATIN

Assistant Secretary for TDRG and concurrent Regional Director for DOT-NCR


 MARVIN N. MALACAMAN
 BAC Member