

Department of Tourism Region 1 Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PHP)		Remark (brief description of Program/Project)
				Ads/Post of IABE	Sub/open of Bids	Notice of Award	Contract Signing		Total	MOOE	
	Advanced Tourism Statistics Training Part 2 (Boracay, November)	TDP	NP-S10 Lease of Real Property and Venue	Oct-18	Oct-18	Oct-18	Oct-18	GoP	481,200.00	481,200.00	Coordination to the CSU/Planning/accommodation Venue, meals, purchase of office supplies and
	- Seminar Package with accommodation	TDP		Oct-18	Oct-18	Oct-18	Oct-18	GoP	7,161.00	7,161.00	
	- Supplies	TDP	NP-SVP/Shopping	Oct-18	Oct-18	Oct-18	Oct-18	GoP	81,900.00	81,900.00	
	- Promotional Material	TDP	NP-SVP/Shopping	Oct-18	Oct-18	Oct-18	Oct-18	GoP	48,411.75	48,411.75	
	- Representation Expense	TDP	NP-SVP/Shopping	N/A	N/A	N/A	N/A	GoP	48,010.04	48,010.04	
	- Airline Ticket	TDP	NP-SVP/Shopping	N/A	N/A	N/A	N/A	GoP			
	Local Tourism Development Planning Business Planning Workshop	TDP	NP-SVP	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00	
	Venue and Meals	TDP	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	
	Supplies and Materials	TDP	NP-SVP	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00	
	Car Rental	TDP	NP-SVP	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00	
	Accommodation and Meals	TDP	NP-SVP	N/A	N/A	N/A	N/A	GoP			
	INDUSTRY TRAINING										
	A. TOURISM INDUSTRY SKILLS TRAINING (TISP)										
	1. Specialized Eco-Tour Guides Training	TISP	Direct contracting	N/A	N/A	N/A	Jan-18	GoP	135,000.00	135,000.00	Coordination to the CSU/Planning/accommodation Venue, meals, purchase of office supplies and
	Honoraria	TISP	SVP	N/A	N/A	N/A	Jan-18	GoP	250,000.00	250,000.00	
	Meals and Accommodation	TISP	SVP	N/A	N/A	N/A	Jan-18	GoP	25,000.00	25,000.00	
	Car Hire	TISP	SVP/Shopping	N/A	N/A	N/A	Jan-18	GoP	15,000.00	15,000.00	
	Supplies and Materials	TISP	SVP	N/A	N/A	N/A	Jan-18	GoP	10,000.00	10,000.00	
	Promotional Materials	TISP	SVP	N/A	N/A	N/A	Jan-18	GoP	30,000.00	30,000.00	
	Meals and Accommodation	TISP	SVP	N/A	N/A	N/A	Feb-18	GoP	150,000.00	150,000.00	
	Supplies and Materials	TISP	SVP/Shopping	N/A	N/A	N/A	Feb-18	GoP	15,000.00	15,000.00	
	Promotional Materials	TISP	SVP	N/A	N/A	N/A	Feb-18	GoP	10,000.00	10,000.00	
	2. Tourist Reception and Guiding Techniques	TISP	Direct contracting	N/A	N/A	N/A	Feb-18	GoP	70,000.00	70,000.00	
	Honoraria	TISP	SVP	N/A	N/A	N/A	Feb-18	GoP	300,000.00	300,000.00	
	Meals and Accommodation	TISP	SVP	N/A	N/A	N/A	Feb-18	GoP	20,000.00	20,000.00	
	Car Hire/Transpo	TISP	SVP/Shopping	N/A	N/A	N/A	Feb-18	GoP	15,000.00	15,000.00	
	Supplies and Materials	TISP	SVP	N/A	N/A	N/A	Feb-18	GoP	10,000.00	10,000.00	
	Promotional Materials	TISP	SVP	N/A	N/A	N/A	Feb-18	GoP	30,000.00	30,000.00	
	3. Community Guiding Seminar										
	Honoraria	TISP	Direct contracting	N/A	N/A	N/A	Mar-18	GoP	130,000.00	130,000.00	
	Meals and Accommodation	TISP	SVP	N/A	N/A	N/A	Mar-18	GoP	10,000.00	10,000.00	
	Car Hire/Transpo	TISP	SVP	N/A	N/A	N/A	Mar-18	GoP	15,000.00	15,000.00	
	Supplies and Materials	TISP	SVP/Shopping	N/A	N/A	N/A	Mar-18	GoP	10,000.00	10,000.00	
	Promotional Materials	TISP	SVP	N/A	N/A	N/A	Mar-18	GoP	30,000.00	30,000.00	
	4. Destination and Product Branding Seminar										
	Honoraria	TISP	Direct contracting	N/A	N/A	N/A	Mar-18	GoP	1,300,000.00	1,300,000.00	
	Meals and Accommodation	TISP	SVP	N/A	N/A	N/A	Mar-18	GoP	10,000.00	10,000.00	
	Car Hire/Transpo	TISP	SVP	N/A	N/A	N/A	Mar-18	GoP	15,000.00	15,000.00	
	Supplies and Materials	TISP	SVP/Shopping	N/A	N/A	N/A	Mar-18	GoP	10,000.00	10,000.00	
	Promotional Materials	TISP	SVP	N/A	N/A	N/A	Mar-18	GoP	30,000.00	30,000.00	

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				Adm/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	
5.	Training for Tricycle Drivers as Tourism Frontliners	TSP	Direct contracting	N/A	N/A	N/A	N/A	Gpp	20,000.00	20000	
									80,000.00	80000	
									20,000.00	20000	
									15,000.00	15000	
		TSP	SVP/Shopping	N/A	N/A	N/A	N/A	Gpp	10,000.00	10000	
6.	Tour Package Development and Delivery Seminar	TSP	SVP	N/A	Feb-18	Feb-18	Feb-18	Gpp	980,000.00	980000	
7.	Course on Front Office Operations	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
8.	Hospitality Management and Customer Service	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
9.	Mandarin Language Course	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
10.	Training on Front Office Services	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
11.	Training on Housekeeping Services	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
12.	Training on Food and Beverage Services	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
13.	Training on Food and Beverage Services	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
14.	Training on Housekeeping Services	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
15.	Training on Front Office Services	TSP	SVP	N/A	Jun-18	Jun-18	Jun-18	Gpp	900,000.00	900000	
16.	Lifeguards Training	TSP	Direct contracting	N/A	N/A	N/A	N/A	Gpp	160,000.00	160000	
									250,000.00	250000	
									30,000.00	30000	
									15,000.00	15000	
		TSP	SVP/Shopping	N/A	N/A	N/A	N/A	Gpp	10,000.00	10000	
17.	Pilipinas Homestay Program	TSP	Direct contracting	N/A	N/A	N/A	N/A	Gpp	70,000.00	70000	
									280,000.00	280000	
									25,000.00	25000	
									15,000.00	15000	
		TSP	SVP/Shopping	N/A	N/A	N/A	N/A	Gpp	10,000.00	10000	
18.	Tourism Emergency First Responders Training	TSP	Direct contracting	N/A	N/A	N/A	N/A	Gpp	160,000.00	160000	
									350,000.00	350000	
									25,000.00	25000	
									15,000.00	15000	
		TSP	SVP/Shopping	N/A	N/A	N/A	N/A	Gpp	10,000.00	10000	
19.	Training on Food and Beverage Services	TSP	SVP	N/A	N/A	N/A	N/A	Gpp	950,000.00	950000	
20.	Training on Front Office Services	TSP	SVP	N/A	N/A	N/A	N/A	Gpp	950,000.00	950000	
21.	Training on Bartending	TSP	SVP	N/A	N/A	N/A	N/A	Gpp	950,000.00	950000	

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				Add/Post of IABE	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE		
	B. OMD-INITIATED TRAININGS											
	1. Service Excellence in Tourism Seminar (Php 119,200.00)		Direct contracting	N/A	N/A	N/A	6-Aug	GOP	19,200.00	19,200.00		
	Honoraria for Speaker		SYP	N/A	N/A	N/A	6-Aug	GOP	10,000.00	10,000.00		
	Transport of Speaker		SYP	N/A	N/A	N/A	6-Aug	GOP	10,000.00	10,000.00		
	Van Hire		SYP	N/A	N/A	N/A	30-Jul	GOP	60,000.00	60,000.00		
	Seminar Package		Lease of Venue	N/A	N/A	N/A	30-Jul	GOP	10,000.00	10,000.00		
	Supplies and Materials		SYP	N/A	N/A	N/A		GOP	10,000.00	10,000.00		
	Promotional Materials		SYP	N/A	N/A	N/A		GOP	10,000.00	10,000.00		
	2. Digital Media for Tourism Promotions (Php 300,505.00)											
	Honoraria for Speaker			N/A	N/A	N/A		GOP	28,800.00	28,800.00		
	Van Hire		SYP	N/A	N/A	N/A		GOP	18,000.00	18,000.00		
	Seminar Package		Lease of Venue	N/A	N/A	N/A	12-Oct	GOP	15,000.00	15,000.00		
	Supplies and Materials		SYP	N/A	N/A	N/A	12-Oct	GOP	227,200.00	227,200.00		
	Promotional Materials		SYP	N/A	N/A	N/A	12-Oct	GOP	11,505.00	11,505.00		
	Regional Tourism Crisis Management											
	Honoraria		Direct contracting	N/A	N/A	N/A	N/A	GOP	28,800.00	28,800.00		
	Seminar Package		NP-53.10 Lease of Real Property and Van	N/A	N/A	N/A	September	GOP	355,123.40	355,123.40		
	Supplies		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	September	GOP	9,149.00	9,149.00		
	Token		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	September	GOP	12,600.00	12,600.00		
	Car Hire		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	September	GOP	16,000.00	16,000.00		
	Conduct of ASEAN MRA-TP Awareness Seminar and Toolbox Immersion Workshop in San Fdo La Union April 15-17											
	Seminar Package	TDP	P-53.10 Lease of Real Property and Van	N/A	N/A	N/A	April	GOP	34,200.00	34,200.00		
	Tokens	TDP	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	April	GOP	44,300.00	44,300.00		
	Supplies	TDP	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GOP	5,133.20	5,133.20		
	PADI OPEN WATER SCUBA DIVER COURSE TRAINING DESIGN											
	- Training Provider Package		NP-53.9 - Small Value Procurement	November	November	November	November	GOP	630,000.00	630,000.00		
	Conduct of Star Rating assessment at Java Hotel and Rivermount Resort Hotel in Ilocos Norte on Apr 10-14											
	Accommodation		NP-53.10 Lease of Real Property and Van	N/A	N/A	N/A	N/A	GOP	24,098.00	24,098.00		
	Conduct of Star Rating assessment at Thunderbird Resort and Marand Resort in La Union on June 25-28											
	Accommodation		NP-53.10 Lease of Real Property and Van	N/A	N/A	N/A	N/A	GOP	32,000.00	32,000.00		
	Car Hire		NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GOP	27,500.00	27,500.00		

DEFINITION

- 1. **PROGRAM (BESF)** - A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the
- 2. **PROJECT (BESF)** - Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-
- 3. **PMO/End User** - Unit as proponent of program or project
- 4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and
- 5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation); delivery/completion and
- 6. **Source of Funds** - Whether Gap, Foreign Assisted or Special Purpose Fund
- 7. **Estimated Budget** - Agency approved estimate of project/program costs


8. **Remarks** - brief description of program or project


Remarks
Programs and projects should be aligned with budget documents, especially those posted at the PhilGeps.

Breakdown into moose and co for tracking purposes; aligned with budget documents
Any remark that will help GPPB track programs and projects

Prepared by:

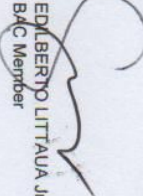

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