

**Department of Tourism-National Capital Region Indicative Annual Procurement Plan (Non-CSE) CY 2021**

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	N/A	N/A	N/A	N/A	GoP	-	₱ 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	N/A	N/A	N/A	N/A	GoP	-	₱ 300,000.00	-	-
502001000	Accountable Forms	Finance Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱13,000.00	-	-
5.0203E+10	Fuel, Oil, and Lubricants	GSU/Other Units	NO		N/A	N/A	Monthly	Monthly	GoP	-	₱ 150,000.00	-	NP-53.14 (new section)Direct Retail Purchase for POL Products
5020402000	Electricity	ARIU	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	-	₱ 30,000.00	-	-
5020501000	Postage and courier	All Units	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱ 20,000.00	-	-
5020502001	Telephone (cell cards/Mobile)	All Units	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Monthly	Monthly	GoP	-	₱ 100,000.00	-	-
5020502002	Telephone Landline	All Units	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	-	₱ 200,000.00	-	-
5020502002	Internet	Internal Services	NO	Direct Contracting	N/A	N/A	Monthly	N/A	GoP	-	₱ 40,000.00	-	-
5021102000	Extra ordinary and Miscellaneous	ALL Units	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱ 136,000.00	-	-
5021199000	Auditing Services	Finance Unit	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱ 20,000.00	-	-
5021299000	Other General Services	All Units	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱ 20,000.00	-	-
5021305002	Repair and Maintenance of Office Equipment	GSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱ 5,000.00	-	-
5021305003	Repair and Maintenance of Info Communication Tech. Equipment	All Units	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱ 10,000.00	-	-
5021306000	Repair and Maintenance of Transportation Equipment (Motor Vehicle)	GSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	As Needed	GoP	-	₱ 220,000.00	-	-
5021501000	Taxes, Duties and Licenses	GSU/Admin	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	As Needed	GoP	-	₱ 5,000.00	-	-
5021502000	Fidelity Bond Premiums	All Units	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱ 60,000.00	-	-
5021503000	Insurance Expnses (Building, Equipment, Motor Vehicles)	GSU	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱ 30,000.00	-	-
5029902000	Printing & Publication	a	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱25,000.00	-	-
5029903000	Representation Expenses	Internal Services	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱350,000.00	-	-
5029905003	Rental of Motor Vehicle	Internal Services	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱50,000.00	-	-
5029905004	Rental of equipments	Internal Services	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱110,000.00	-	-
5029906000	Membership Dues & Contribution to Organizations	All Units	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱10,000.00	-	-


5029906000	Subscription Expenses	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱50,000.00	-	-
5020101000	Traveling expenses ( Local)	all Units	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱172,000.00	-	-
5020201000	Training Expenses and scholarship	All Units	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	-	₱450,000.00	-	-
-	Accreditation of Primary and Secondary Tourism Enterprises including Frontliners	-	NO							-		-	-
5020309000	Fuel, Oil, and Lubricants	TRD	NO		N/A	N/A	N/A	N/A	GoP	-	₱79,500.00	-	Inspection, Evaluation and Processing of Accreditation of tourism establishments
5020399000	Toll Fees	TRD	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	-	₱10,800.00	-	Inspection, Evaluation and Processing of Accreditation of tourism establishments
5020399000	Miscellaneous	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	-	₱2,343.00	-	Inspection, Evaluation and Processing of Accreditation of tourism establishments
-	Accreditation Campaign	-	NO							-		-	-
5020399000	Service Provider	TRD	NO	NP-53.9 - Small Value Procurement	Oct-20	N/A	N/A	Nov-20	GoP	-	₱300,100.00	-	Appreciation Night for DOT-NCR Stakeholders
5020201002	Venue and Meals	TRD	NO	NP-53.10 Lease of Real Property and Venue	Oct-20	N/A	N/A	Nov-20	GoP	-	₱105,000.00	-	Appreciation Night for DOT-NCR Stakeholders
-	Reception and Facilitation	-	NO							-		-	-
5020399000	Welcome Leis	ARIU	NO	NP-53.9 - Small Value Procurement	Jun-20	N/A	N/A	Jun-20	GoP	-	₱300,000.00	-	-
-	Conduct of Capability Trainings for LGU/Stakeholders	-	NO						GoP			-	-
5020399000	Professional services	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	Filipino Brand of Service Seminar for Duty Free Frontline Officers
50203010	Conference Materials	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,705.00	-	Filipino Brand of Service Seminar for Duty Free Frontline Officers
5029904000	Van rental	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱8,000.00	-	Filipino Brand of Service Seminar for Duty Free Frontline Officers
5020201002	Meals	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱24,000.00	-	Filipino Brand of Service Seminar for Duty Free Frontline Officers
5020301000	Professional services	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	Filipino Brand of Service Seminar for Paranaque Integrated Terminal Exchange (PITX) Ticket Attendants & Security Personnel
5020301000	Conference Materials	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,705.00	-	Filipino Brand of Service Seminar for Paranaque Integrated Terminal Exchange (PITX) Ticket Attendants & Security Personnel
50299040	Van rental	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱8,000.00	-	Filipino Brand of Service Seminar for Paranaque Integrated Terminal Exchange (PITX) Ticket Attendants & Security Personnel
5020201002	Meals	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱24,000.00	-	Filipino Brand of Service Seminar for Paranaque Integrated Terminal Exchange (PITX) Ticket Attendants & Security Personnel
-	TOURISM FRONTLINE SERVICES	-	NO									-	-
5020301000	Uniform of New Normal Airport Frontliners	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Mar-20	GoP		₱112,500.00	-	-
5020399000	Tour fee	ARIU	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP		₱30,000.00	-	For Technical Visit and updating of databank
5020201002	Coaster Hire	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Mar-20	GoP		₱15,000.00	-	For Technical Visit and updating of databank
5020201002	Meals	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱9,750.00	-	For Technical Visit and updating of databank
5020399000	Tour guides	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱4,500.00	-	For Technical Visit and updating of databank
5020301000	Tour kits	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱9,150.00	-	For Technical Visit and updating of databank

5020399000	Professional Services (Resource Speaker)	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	For NAIA Security Provider
5020301000	Conference Kits	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,705.00	-	For NAIA Security Provider
5020201002	Van Rental	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	Aug-20	GoP		₱8,000.00	-	For NAIA Security Provider
5020201002	Meals	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱24,000.00	-	For NAIA Security Provider
5020399000	Professional Fee (Resource Speaker)	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	For NAIA Porters
5020301000	Conference Kits	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,705.00	-	For NAIA Porters
5020201000	Van Rental	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱8,000.00	-	For NAIA Porters
5020201002	Meals	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱24,000.00	-	For NAIA Porters
5020399000	Professional Services (Resource Speaker)	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	For NAIA Security Officers(PNP/OTS)(PNP/OTS)
5020301000	Conference Kits	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,705.00	-	For NAIA Security Officers(PNP/OTS)(PNP/OTS)
5020201002	Van Rental	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱8,000.00	-	For NAIA Security Officers(PNP/OTS)(PNP/OTS)
5020201002	Venue and Meals	ARIU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP		₱45,000.00	-	For NAIA Security Officers(PNP/OTS)(PNP/OTS)
5020399000	Professional Services (Resource Speaker)	ARIU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	For NAIA Partners
5020301000	Conference Kits	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,705.00	-	For NAIA Partners
5020201000	Van Rental	ARIU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱8,000.00	-	For NAIA Partners
5020201002	Venue and Meals	ARIU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP		₱45,000.00	-	For NAIA Partners
5020321003	Laptop for Statistics data gathering, storage, and training	TDPRIMU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱50,000.00	-	Information and Communication Technology Equipment
5020321011	Subscription Expenses: Digital Platform and Data Technology Subscriptions	TDPRIMU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱20,000.00	-	Digital Platform and Data Technology Subscriptions
5029902000	Printing and Publication of Business Cards: Technical Reports Collaterals	TDPRIMU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱20,000.00	-	-
5020502002	Transportation (Van Rental)	TDPRIMU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱48,000.00	-	varrious projects of TDPRIM
5020201002	Lease of Venue Representation and Meals	TDPRIMU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP		₱160,000.00	-	varrious projects of TDPRIM
5020399000	COVID -19 PCR TEST	IS/Personnel	NO	NP-53.2 Emergency Cases	N/A	N/A	N/A	N/A	GoP		₱240,000.00	-	For NCR Personnel
5020201002	Venue and Meals	IS/Personnel	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP		₱45,000.00	-	Skills Training Program
5020301000	Training materials	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱5,000.00	-	Skills Training Program
5020399000	Honoraria	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱9,600.00	-	Skills Training Program
	GAD Prgrams and Advocasy	IS/Personnel	NO						GoP			-	-
5020301000	Printing of TShirt	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱50,000.00	-	Womens Month Celebration
5020201002	Meals	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱20,000.00	-	Womens Month Celebration
5020399000	Honoraria	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱4,800.00	-	Womens Month Celebration
5020301000	Printing of Tarpaulin	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱2,700.00	-	Womens Month Celebration
5020201002	Venue and Meals	IS/Personnel	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP		₱112,500.00	-	Planning Workshop on Mainstreaming GAD in DOT-NCR wORK pROGRAM
5020301000	Training materials	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱5,000.00	-	Planning Workshop on Mainstreaming GAD in DOT-NCR wORK pROGRAM
5020201002	Honoraria	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱28,800.00	-	Planning Workshop on Mainstreaming GAD in DOT-NCR wORK pROGRAM
5020301000	Printing of TShirt	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱60,000.00	-	18 Day Campaign to End Violence Against Women
5020201002	Meals	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱25,000.00	-	19 Day Campaign to End Violence Against Women

5020201002	Honoraria	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP		₱4,800.00	-	20 Day Campaign to End Violence Against Women
5020201002	Promotional Materials	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱60,000.00	-	21 Day Campaign to End Violence Against Women
5020201002	Flags/Marker	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱19,200.00	-	22 Day Campaign to End Violence Against Women
5020301000	Printing of Tarpaulin	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱2,700.00	-	23 Day Campaign to End Violence Against Women
5020201002	Venue and Meals	IS/Personnel	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP		₱250,000.00	-	Team Performance/TeamBuilding
5020201002	Meals	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱10,000.00	-	Team Performance/TeamBuilding
502199000	Bus Rental	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱30,000.00	-	Team Performance/TeamBuilding
5020301000	Uniform T-Shirt	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱35,000.00	-	Team Performance/TeamBuilding
5020502001	Bottled Water	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱3,600.00	-	Team Performance/TeamBuilding
5020502001	Miscellaneous	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP		₱6,000.00	-	Team Performance/TeamBuilding
-	-	-	-							Total MOOE	₱5,314,173.00	-	-
										Total Capital C	-	-	-
-	-	-	-							Total Annual Procurement	₱5,314,173.00	-	-

Prepared by:

  
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**RECOMMENDING APPROVAL:**

  
ERNESTO S. TESTON  
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BAC Member and Budget Officer

  
VICTORIA MARGARITA V. PAJE  
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DEE A. MANDIGMA  
BAC Member

**APPROVED/DISAPPROVED:**

  
WOODROW C. MAQUILING, JR.  
Regional Director