

DEPARTMENT OF TOURISM, REGIONAL OFFICE NO. 02  
ANNUAL PROCUREMENT PLAN 2021

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END USER	MODE OF PROCUREMENT	Schedule of Each Procurement Activity				SOURCE OF FUNDS	ESTIMATED BUDGET			REMARKS/ BRIEF DESCRIPTION OF PROGRAM/PROJECT
				Adv/Post of ITB	Sub/Open of Bids	NOA	Contract Signing		TOTAL	PS	MOOE	
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	192,000.00		192,000.00	Accommodation for the conduct of Regular/Mobile Accreditation; PAS orientation / Inventory and accreditation campaign.
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	25,000.00		25,000.00	Accommodation for the conduct of consultations on the Formulation of Local Tourism Development Plans
		Training	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	92,500.00		92,500.00	Accommodation for the conduct of : (a) Cultural Tourism Development Workshop - Batanes (b) Tour Package Development Seminar Workshop
	Hotel Accommodation	Product Development	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	110,000.00		110,000.00	Accommodation for the conduct of : (a) Readiness assessment and enhancement of new tourism product/circuit/s (b) Tourism Product Dry-Run and Launching of three (3) Tourism Circuits in the Province of Cagayan
		Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	467,000.00		467,000.00	(a) Attendance to travel trade, exhibits & sales mission (b) PR & Publicity Activities (c) Festival Management for local government units
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	57,000.00		57,000.00	Plane ticket for meetings set outside the region/Consultations on the Formulation of Local Tourism Development Plans (Batanes)
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	40,000.00		40,000.00	Airfare for the conduct of Regular/Mobile Accreditation; PAS orientation / Inventory and accreditation campaign.
	Plane Tickets	Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	90,000.00		90,000.00	Airticket to Japan re: Sales Mission
		Planning Unit	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	20,000.00		20,000.00	Airfare of Speaker/s re: Conduct of Festival Management Workshop for LGUs
		Training	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	76,000.00		76,000.00	Plane tickets of Speakers for the conduct of various trainings
		Planning Unit	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	33,350.00		33,350.00	
		Training	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	13,400.00		13,400.00	TEV for the conduct of : (a) Cultural Tourism Development Workshop - Batanes (b) Tour Package Development Seminar Workshop

A. TRAVELLING

Emailed - 9-29-2020

B. TRAININGS	Travelling expenses	Product Development	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	2,320.00	2,320.00	Conduct of readiness assessment and enhancement of new tourism product/circuit/s
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	116,550.00	116,550.00	TEV for the conduct of Regular/Mobile Accreditation; PAS orientation / inventory and accreditation campaign
		General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	144,000.00	144,000.00	TEV and Airtickets for the attendance to meetings, conferences, workshops
		Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	60,000.00	60,000.00	Meals of performers/artists re: Intramuros Event
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	56,768.00	56,768.00	Meals for the conduct of Benchmarking Activities
		Planning Unit	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	213,500.00	213,500.00	Meals for DOT stakeholders for the conduct of Regular/Mobile Accreditation; PAS orientation / inventory and accreditation campaign
		Training	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	189,950.00	189,950.00	catering services for the conduct of consultation workshop on Local Tourism Plan Formulation/Development/
		Catering Services/ Meals	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	304,370.00	304,370.00	
		Attendance of staff to conferences and trainings for new learnings and professional development	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	295,920.00	295,920.00	(a) Conduct of readiness assessment and enhancement of new tourism product/circuit/s (b) Conduct a Tourism Product Dry-Run and Launching of three (3) Tourism Circuits in the Province of Cagayan
			Small Value Procurement	January	January	January	January	January	January	January	GoP	24,000.00	24,000.00	payment for the logistics needed for the conduct of the training
			Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	9,606.27	9,606.27	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs
			Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	11,038.28	11,038.28	Supplies needed for the conduct of : (a) Cultural Tourism Development Workshop - Batanes (b) Tour Package Development Seminar Workshop
		C. SUPPLIES AND MATERIALS	Office Supplies	Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	5,710.00	5,710.00
		Planning Unit	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	24,319.98	24,319.98	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs	
		General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	66,395.53	66,395.53	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs	
	PPE and Safety Kits	Training	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	18,000.00	18,000.00		
	PPE and Safety Kits	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	1,800.00	1,800.00	First Aid Kits to be use for physical inspection	

D. OTHER SUPPLIES AND MATERIALS	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	15,000.00	15,000.00	Face Mask
	Training	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	1,000.00	1,000.00	
	Product Development	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	12,000.00	12,000.00	to be used re: Conduct a Tourism Product Dry-Run and Launching of three (3) Tourism Circuits in the Province of Cagayan
	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	17,000.00	17,000.00	Promotional materials/tokens (Sunvisor with TCS logo) ; Printing of Personalized Folders
	Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	97,705.00	97,705.00	Tokens/product display for exhibits
	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	36,400.00	36,400.00	Diesel for DOT-R2 van to be for the conduct of Regular/Mobile Accreditation; PAS orientation / Inventory and accreditation campaign
	Planning Unit	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	5,000.00	5,000.00	Diesel for DOT-R2 van to be used in the review & monitoring of TDP formulation
	Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	5,000.00	5,000.00	Participation to the Philippine Harvest
	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	66,000.00	66,000.00	For service vehicle, grasscutter and generator
	General Administrative Support & Services (GASS)	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	20,000.00	20,000.00	payment for water supply
E. FUEL, OIL, AND LUBRICANTS	General Administrative Support & Services (GASS)	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	360,000.00	360,000.00	payment of electric consumption
	Water Supply	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	3,000.00	3,000.00	Cell Cards
	Electric/ Power Supply	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	9,000.00	9,000.00	Cell Cards
	Cellular Cards	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	6,000.00	6,000.00	Cell Cards
	Cellular Cards	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00	5,000.00	Postage and courier services
	Cellular Cards	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	60,000.00	60,000.00	payment for telephone expense
	Postage, Deliveries and Courier Services	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	162,000.00	162,000.00	payment for mobile expense
	Telephone Expense-Landline	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	141,000.00	141,000.00	payment for internet service
	Telephone Expense-Mobile	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	86,400.00	86,400.00	payment of honoraria
	Internet Service	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	24,000.00	24,000.00	Training on Procurement (Local Speaker from DBM)
F. UTILITIES	Honorarium of resource speakers	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP			
	Honorarium of 1 group Cultural Performers and Speaker re: Speaker/s	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	127,200.00	127,200.00	Honorarium of 1 group Cultural Performers; Honorarium of Speaker re: Conduct of Festival Management
	Training	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	139,000.00	139,000.00	Workshop for LGUs Job Order for data gathering, reports generation, mentoring/ coaching, trainings
H. PROFESSIONAL SERVICES	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP			
	Training	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			
	General Administrative Support & Services (GASS)	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP			
	Promotions and Marketing	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			
	Training	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP			
	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			
	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			
	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			
	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			
	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP			

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	Hiring of Job Order Personnels	Planning Unit	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	141,000.00	141,000.00	workshops
		Standards & Regulations (Accreditation Unit)	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	334,460.00	334,460.00	Salary of 1 Job Order Personnel
	Design, creatives, printing and installation of Display Panel	Promotions and Marketing	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	277,000.00	277,000.00	Salary of 1 Job Order Personnel
I. SECURITY SERVICES	24 hours security services	Promotions and Marketing	Small Value Procurement	September	September	September	September	September	GoP	820,000.00	820,000.00	payment for booth designs/installations
J. GENERAL SERVICES	Plumbing services	General Administrative Support & Services (GASS)	Small Value Procurement	January	January	January	January	January	GoP	660,000.00	660,000.00	payment for two (2) security personnel
	Repair and Maintenance of RP Vehicle( incl > Parts and Accessories cleaning/repair/replacement	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	10,000.00	10,000.00	payment for plumbing services
K. REPAIRS AND MAINTENANCE	Repair and Maintenance of Office Equipment	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	60,000.00	60,000.00	payment for repairs and maintenance
	Repairs and Maintenance of Motor Vehicle	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	35,000.00	35,000.00	payment for repairs and maintenance
	GSIS Vehicle & Building Insurance	General Administrative Support & Services (GASS)	Agency-to-Agency	March	March	March	March	March	GoP	45,000.00	45,000.00	payment for vehicle & building insurance
L. TAXES, INSURANCE, PREMIUM AND OTHER FEES	Fidelity Bond Premiums of Accountable Officers; Taxes; Duties and Licences; Extraordinary and Miscellaneous Expenses	General Administrative Support & Services (GASS)	Agency-to-Agency	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	190,600.00	190,600.00	Fidelity Bond Premiums of Accountable Officers; Taxes; Duties and Licences; Extraordinary and Miscellaneous Expenses
	Printing of IEC materials	Promotions and Marketing	Small Value Procurement	October	October	October	October	October	GoP	259,760.00	259,760.00	payment of printing of IEC materials
	Participation Fee	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	205,000.00	205,000.00	participation fee to various events
M. ADVERTISING	Printing of Health and Safety Guidelines	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	27,000.00	27,000.00	Printing of Safety Protocols Flyers for various tourism establishments and Frontliners
	Printing of flyers	Standards & Regulations (Accreditation Unit)	Small Value Procurement	October	October	October	October	October	GoP	37,500.00	37,500.00	Printing of booklets and other promotional materials / tokens bearing the Tourism Quality Logo (TQS) and "Be DOT ACCREDITED" Campaign slogan and other new accreditation taglines by OTSR.
	Representation Expense	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	60,000.00	60,000.00	lei
		Product Development	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	45,760.00	45,760.00	Dialogue, inspection and validation to the community within the tourism circuit
			Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	60,000.00	60,000.00	Hosting of Tourism Associations meetings/gatherings meals

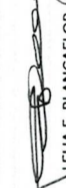
II. REPRESENTATION		Reception of office guests	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	110,000.00	110,000.00	110,000.00	110,000.00	Prizes re: National Tourism Week/ Regional Quiz; Financial Assistance re: CVRTC Assembly	
				Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	139,200.00	139,200.00	139,200.00	139,200.00	Conduct of Festival Management Workshop for LGUs	
		Snacks	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	100,000.00	100,000.00	100,000.00	100,000.00	Snacks for the conduct of the following: I. Quarterly Meeting on a. Accomplishment reporting b. OMS procedure run through and feedbacking II. Training on Procurement (Local Speaker from DBM)	
		Meals (caucus)	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	7,000.00	7,000.00	7,000.00	7,000.00	Lunch of DOT staff	
O. RENT		Van Rental	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	170,000.00	170,000.00	170,000.00	170,000.00	payment of van rental for the conduct of accreditation programs, projects and activities	
	Planning Unit		Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	115,000.00	115,000.00	115,000.00	115,000.00		
		Product Development	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	60,000.00	60,000.00	60,000.00	60,000.00		
		Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	15,000.00	15,000.00	15,000.00	15,000.00	Consult of Festival Management Workshop	
		Venue Rental	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00	5,000.00	5,000.00	5,000.00	Tourism Awards Night	
	Boat Ride Rental	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	5,000.00	5,000.00	5,000.00	5,000.00	Benchmarking of Accredited Tour Guides to ASEAN Community-Based Tourism Awardee.	
													8,172,483.06	8,172,483.06	8,172,483.06	8,172,483.06	


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