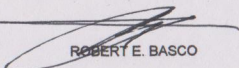


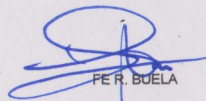
DEPARTMENT OF TOURISM - REGION V
Legazpi City
Annual Procurement Plan for FY 2019

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Program/Project)	
				Pre-proc. Conference	Ads/Post of IB/REI	pre-bid conferenc	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qualificatio	Notice of Award	Contract Signing	Notice to Proceed	Delivery Completion		Acceptance	Total	MOOE		CO
GAS, TDP, IT MPD & SDRAME	Procurement of Common Office & Other supplies	All Divisions	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	2,211,000.00	2,211,000.00		Supplies to be procured quarterly or as need arises. Common office supplies to be procured from DBM-PS as much as possible if available.
GAS, TDP, IT MPD & SDRAME	Hiring of Job Order Employees	All Divisions	Direct Contracting	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	2,010,000.00	2,010,000.00		Job Orders assigned to corresponding units/divisions
MPD	Hiring of Performers	Marketing Division	Direct Contracting	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	300,000.00	300,000.00		Performers for Major Events
MPD	Audio Video Documentation	Marketing Division	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	75,000.00	75,000.00		For documentation of major events or projects
MPD	Rental of Lights & sounds	Marketing Division	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	150,000.00	150,000.00		Lights & Sound installation at the event venues
GAS, TDP, IT MPD & SDRAME	Rental of Venue & Catering Services	All Divisions	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	1,350,000.00	1,350,000.00		Provision of meals during meetings, seminars & conferences
GAS, TDP, IT MPD & SDRAME	Hotel Room Accomodations	All Divisions	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	700,000.00	700,000.00		Room accomodation for guests, facilitators & resource persons during seminars, trainings
MPD	Pavillion/booth rentals	Marketing Division	Direct Contracting	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	500,000.00	500,000.00		Booth rental during travel fairs and sales missions. Supplier to be chosen by the event organizer
MPD	Booth designs & installations inclusive of amenities	Marketing Division	Direct Contracting	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	300,000.00	300,000.00		Supplier to be chosen by the event organizer
MPD	Procurement of Promotional Collaterals	Marketing Division	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	800,000.00	800,000.00		Promo collaterals during travel fairs and sales missions. Supplier to be chosen by the event organizer
GAS, TDP, IT MPD & SDRAME	Rental of Motor vehicles and other equipments	All Divisions	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	655,000.00	655,000.00		rental of vehicles during site assessments, accreditation & as service
GAS, TDP, IT MPD & SDRAME	Procurement of fuel, oil & lubricants	All Divisions	Small Value Procurement	3-7 dyas before PR				2-3 days upon receipt of bids	2-3 days upon opening of bids		2-3 days upon evaluation of bids	2-3 days upon notice of award	2-3days upon contract signing	1-15 days	upon delivery/ completion of services	GAA	137,000.00	137,000.00		Fuel & OIL for DOT-V Service vehicles
																	9,188,000.00	9,188,000.00		


Prepared By:


ROBERT E. BASCO
 Supply/Property Officer

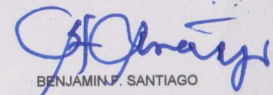
Reviewed By:


FER. BUELA
 BAC Chairman

Certified Funds Available:


CRISTIAN A. SIATON
 Budget Officer

Approved By:


BENJAMIN P. SANTIAGO
 Regional Director