## **DEPARTMENT OF TOURSIM - CAR Annual Procurement Plan for FY 2021**

Code (PAP)	Procurement Project	PMO/	Is this an Early Procurement	Mode of Procurement	Schedu	ule for Each Pro	curement Act	ivity	Source of Funds	Estima	ated Budget (F	PhP)	Remarks
		End-User	Activity? (Yes/No)		Advertisement/ Posting of IB/REI		Notice of Award	Contract Signing		Total	MOOE	СО	(brief description of Project)
1 00 00 0000	GENERAL MANAGEMENT SERVICES (GMS)												
	Hiring of Support Services in the conduct of office operations	Internal Service	YES										To increase manpower support in the safe keeping, cleanliness and maintenance of the office building and premises.
	Job Order Services:	Internal Service	YES										
	a) Driver	Internal Service	YES							237,000.00	237,000.00		
	b) Utility	Internal Service	YES							172,000.00	172,000.00		
	c) Security	Internal Service	YES	Small Value Procurement						656,000.00	656,000.00		
	2. Payment of Mandatory Expenses	Internal Service	YES										To sustain the functionality of office equipment and office operation.
	a) Water	Internal Service	YES										
	- Drinking	Internal Service	YES							12,000.00	12,000.00		
	- Bill	Internal Service	YES							48,000.00	48,000.00		
	b) Electricity	Internal Service	YES							120,000.00	120,000.00		
	c) Postage and Courier Services	Internal Service	YES							30,000.00	30,000.00		
	d) Telephone - Landline	Internal Service	YES							264,000.00	264,000.00		
	e) Telephone - Mobile	Internal Service	YES							88,000.00	88,000.00		
	f) Internet	Internal Service	YES							120,000.00	120,000.00		
	g) Cable, Satellite, Telegraph and Radio	Internal Service	YES							10,000.00	10,000.00		
	h) Repairs and Maintenance - Building and other Structures	Internal Service	YES							10,000.00	10,000.00		
	i) Repairs and Maintenance - Motor Vehicle	Internal Service	YES							36,000.00	36,000.00		
	j) Repairs and Maintenance - Office Equipment	Internal Service	YES							40,000.00	40,000.00		
	k) Fuel,Oil and Lubricants	Internal Service	YES							200,000.00	200,000.00		
	I) Insurance	Internal Service	YES										
	- GSIS - Property, Plants and Equipments	Internal Service	YES							4,000.00	4,000.00		

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- GSIS - Motor Vehicle	Internal Service	YES				6,000.00	6,000.00	
m) Fidelity Bond	Internal Service	YES				36,000.00	36,000.00	
n) Audit	Internal Service	YES				24,000.00	24,000.00	
o) Legal Services	Internal Service	YES				10,000.00	10,000.00	
p) Renewal of Licenses	Internal Service	YES				3,000.00	3,000.00	
q) Advertising Expenses	Internal Service	YES				10,000.00	10,000.00	
r) Rent - Building and Structures	Internal Service	YES				10,000.00	10,000.00	
s) Rent - Motor vehicle	Internal Service	YES				110,000.00	110,000.00	
t) Rent - Equipment	Internal Service	YES				30,000.00	30,000.00	
u) Subscription	Internal Service	YES				32,000.00	32,000.00	
v) Supplies								
- Office Supplies	Internal Service	YES	Small Value Procurement			433,000.00	433,000.00	
- ICT Supplies	Internal Service	YES	Small Value Procurement			150,000.00	150,000.00	
- Utility	Internal Service	YES	Small Value Procurement			171,000.00	171,000.00	
3. Conduct of Personnel Enhancement								To increase performance and productivity of the DOT-CAR employees.
- Employee Trainings	Internal Service	YES				180,000.00	180,000.00	
4. Support Activities and Regional Director's Engegements								To maintain good relationship and build stronger coordination of the regional office with other offices and stakeholders.
a) Meetings	Internal Service					187,000.00	187,000.00	
b) Extraordinary and Miscellaneous Expenses	Internal Service	YES				118,000.00	118,000.00	
3 02 00 0000 STANDARD, DEVELOPMENT, REGULATION	IS, ACCREDITATION, MONI	ITORING AND EV	ALUATION (SDRAME)					
A. Conduct of monitoring and inspection of tourism accommodation establishments and tourism related enterprises								
A.1 Inventory, Inspection and Monitoring								To maintain accreditable tourism establishments' compliance to existing standards.
- 3rd week of march	SDRAME	YES				138,000.00	138,000.00	
- 3rd weekof June	SDRAME	YES				138,000.00	138,000.00	
- 4th week of July	SDRAME	YES				138,000.00	138,000.00	

- 3rd week of October	SDRAME	YES				138,000.00	138,000.00	
A. 2 IEC Production	SDRAME	YES	Small Value Procurement			105,000.00	105,000.00	To increase accreditation awareness.
A.3 Provincial Sortie								
l Abra (April)	SDRAME	YES	Lease of Venue			102,000.00	102,000.00	
ii Ifugao (June)	SDRAME	YES	Lease of Venue			127,000.00	127,000.00	
iii Kalinga (June)	SDRAME	YES	Lease of Venue			122,000.00	122,000.00	
50202010 00 INDUSTRY TRAINING						,		
1. Conduct of Inclusive Tourism Industry								
Trainings								
A. Tourism Industry Skills Program     a. 1 Basic Occupational Safety and Health Seminar, Baguio City ( January)	ΙΤ	YES	Lease of Venue			247,000.00	247,000.00	It aims to equip participants with the basic knowledge and skills on identifying safety, health and environmental hazards; determining appropriate control and measures; and developing and implementing OSH policies and programs.
a. 2 Accessibility Law, Baguio City ( February)	п	YES	Lease of Venue			138,000.00	138,000.00	Promote greater accessibility to tourism for travellers by consolidating all standards for tourism accessibility into a comprehensive manual; Raise the level of awareness on the importance and significance of making travel accessible to everyone.
a.3 Seminar on Getting To Know Your Tourists, Regionwide (February)	ΙΤ	YES	Lease of Venue			77,000.00	77,000.00	To be informed and competent enough on the new trends in Philippine Tourism; tourism behavior and market profile; and updates on visa reforms, special activities and programs of relevant government agencies.
a. 4 Meet Series Seminar (Europe, Japan, Russia) - Regionwide (February)	ΙΤ	YES	Lease of Venue			345,000.00	345,000.00	To allow tourism stakeholders to learn more about the local culture and preferences of foreign tourists in the country as wel as learn basic foreign language to address the concerns of the foreign quests.
a. 5 Course on Bartending and Waitering - Regionwide (March)	ІТ	YES	Lease of Venue			124,000.00	124,000.00	To equip the participants the fundamental knowledge and attitudes congruent to acceptable standards in F & B service; Upgrade waitering and bartending skills to international level; Develop customer handling skills of the participants which are important in projecting a professional image.
a.6 Housekeeping Seminar, Tinglayan (April)	IΤ	YES	Lease of Venue			214,000.00	214,000.00	To equip participants with the fundamental knowledge and attitudes congruent to housekeeping standards; Upgrade housekeeping skills to international level.
a. 7 ASEAN MRA, Regionwide (April)	ІТ	YES	Lease of Venue			78,000.00	78,000.00	To facilitate the increase in mobility of tourism professionals in the region; To be updated with the current trends in the ASEAN and Philippine Tourism Human Resource Development; To identify and understand the roles of ASEAN 2015 MRA on Tourism, its impact and its stakeholders.
a.8 Farm Guiding, Regionwide (March)	ΙΤ	YES	Lease of Venue			271,000.00	271,000.00	To familiarize tourism stakeholders on the potentials of farm tourism as a tourism activity/product through conduct of Orientation Workshops on Agritourism product Development and Accreditation.

	a.9 Cultural Tourism Development Workshop, Regionwide (March)	ІТ	YES	Lease of Venue			240,000.00	240,000.00	To have an appreciation for our local culture, cultural resource and attractions; Exhibit basic competencies in cultural tour development, organization and management; Have participation on the completion or preliminary cultural tour scripts of respective areas that can serve as springboards an enhancement of cultural tour.
	a.10 Cave Guides Training, Sagada (April)	ΙΤ	YES	Lease of Venue			413,000.00	413,000.00	To provide trainees with skills in improving their interpretation on caves; To introduce trainess on basic cave guiding, safety and crisis management.
3 01 00 0000	TOURISM DEVELOPMENT PLANNING						-		
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	Conduct of workshops and site inspections and validation in preparation to formulation of Local Tourism Development Plan						-		
	1. TOURISM DEVELOPMENT PLANNING								
	A. Local Tourism Development Plan     Formulation								
	i. Updating of Provincial Development Plans in Kalinga and Ifugao ( July and December)	Planning	YES	Consulting Services			420,000.00	420,000.00	To prepare a tourist blueprint for the province of Kalinga ar
									Ifugao; to introduce tourism as an engine of socio-econom and cultural growth; to determine the tourism positioning of
	ii. Municipal Tourism Development Plan in Rizal, Kalinga and Tublay / Sablan (February and June)	Planning	YES	Consulting Services			336,000.00	336,000.00	area; and to determine the tourism value of the destination tourism sites for development prioritization.
	B. Convergence Project								
	i. DOT-DPWH Orientation on the TRIPPC, Regionwide ( January)	Planning	YES	Lease of Venue			105,000.00	105,000.00	To evaluate and endorse road proposals under the TRIPP a monitor the implementation of ongoing and completed project
	C. Establishment of Tourism Data Base (Tourism Statistics)						-		
	i. Tourism Establishment Forum, Mountain province (April)	Planning	YES	Lease of Venue			78,000.00	78,000.00	To acapacitate personnel of accommodation facilities on the standard recording and reporting stats.
	ii. Reports Generation, Regionwide (every 15 day of first month og every quarter)	Planning	YES	Lease of Venue			52,000.00	52,000.00	To provide timely and relevant tourism statistical reports.
	iii. Mentoring and Coaching of Tourism Officers, Regionwide								
	- 1st Run (February)	Planning	YES				123,000.00	123,000.00	To provide an opportunity for appreciation of best practices
	- 2nd Run (May)	Planning	YES				123,000.00	123,000.00	tourism while mainstreaming GAD awareness among the
	- 3rd Run ( October )	Planning	YES				123,000.00	123,000.00	tourism officers
	D. Rapid Assessment								
	i. Site Assessment, Regionwide (January-June)	Planning	YES	Lease of Venue			105,000.00	105,000.00	To prioritize tourism sites through the establishment of detail information on current status.

ii. Project Proposal Writing Workshop (2nd Quarter)	Planning	YES	Lease of Venue			158,000.00	158,000.00	To capacitate proponents on proposal writing and facilitate approval of proposals.
E. We Initiate Network (WIN)								
i. Technical Assistance to partner Agencies and Other Stakeholders, Regionwide (June)	Planning	YES	Lease of Venue			32,000.00	32,000.00	

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01 00 0000 MARKET AND PRODUCT DEVELOPMENT			Į.				-		
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A. PRODUCT DEVELOPMENT							-		
Culinarya Tourism, Regionwide (April)	Planning	YES	Small Value Procurement				458,000.00	458,000.00	To encourage the inclusion of traditional cuisine as part of the tourism offers and encourage partners in the development / enhancement of culinary tourism
2 Destination Management	Planning	YES	Small Value Procurement				312,000.00	312,000.00	To provide an opportunity of learning and exposure for destination managers and regional/provincial tourism planners
3. Cordillera Forest Bathing (February									
- 2nd week of February	Planning	YES	Small Value Procurement				55,000.00	55,000.00	To expand and develop wellness activity thru forest bathing and diversify tourism offerinf within BLISTT
- 4th week of June	Planning	YES	Small Value Procurement				50,000.00	50,000.00	tourshi oneilin within beist i
Eco-Tourism and Community Based     Tourism (Cave Farm), Tublay, Benguet	Planning	YES							
- 3rd week of February	Planning	YES	Small Value Procurement				90,000.00	90,000.00	To identify potential eco tourism sites for circuit development
- 4th week of April	Planning	YES	Small Value Procurement				90,000.00	90,000.00	To identify potential eco tourism sites for circuit development
5. Eco-Agri Tourism Council, Tabuk-Pasil- Balbalan	Planning	YES							
- 1st weekof April	Planning	YES	Small Value Procurement				100,000.00	100,000.00	To identify eco-agri tourism sites and encourage capital investment for enhancement and operation and expand farm
- 4th weekof July	Planning	YES	Small Value Procurement				100,000.00	100,000.00	tourism circuits
6. Creative Tourism, Baguio City (November)	Planning	YES	Small Value Procurement				102,000.00	102,000.00	To create a positioning of the city as a creative city following its designation as a UNESCO creative city.
B. MARKET DEVELOPMENT									
Assistance to Festival and Events		YES	Small Value Procurement				453,000.00	453,000.00	To extend assistance to festivals and events that support the region's positioning as a nature, culture and creative destination.
Regular Festivals and Events as     Calendared									
Abra - Kawayan, Festival (March)		YES	Small Value procurement				50,000.00	50,000.00	

Apayao - SAY-AM Festival (February)	YES	Small Value Procurement	50,000.00	50,000.00	
Benguet - Adivay Festival (November)	YES	Small Value procurement	50,000.00	50,000.00	
Ifugao	YES	Small value procurement	50,000.00	50,000.00	
- Imbayah Festival (April)	YES	Small Value Procurement	30,000.00	30,000.00	
- Punnuk Festival 9September)	YES	Small Value Procurement	50,000.00	50,000.00	
- Gotad Ad Ifugao (June)	YES	Small Value Procurement	50,000.00	50,000.00	
				,	
Kalinga					
- Bodong Festival (February)	YES	Small Value Procurement	49,000.00	49,000.00	
- Matagoan Festival (June)	YES	Small Value Procurement	50,000.00	50,000.00	
Mountain Province					
- Lang-ay Festival (April)	YES	Small Value Procurement	50,000.00	50,000.00	
- Etag Festival (January)	YES	Small Value Procurement	50,000.00	50,000.00	
Baguio City			-		
- Summer Lucky Visitor (April)	YES	Small Value Procurement	40,000.00	40,000.00	
- Gong Festival (October)	YES	Small Value Procurement	40,000.00	40,000.00	
Sports: Benguet					
- Phil Sky Running (February)	YES	Small Value Procurement	35,000.00	35,000.00	
- King of the Mountain Trail (May)	YES	Small Value Procurement	50,000.00	50,000.00	
- Bendiyan (May)	YES	Small Value Procurement	30,000.00	30,000.00	
Support and Participation to Domestic     and International Trade Event and Business     Mission					To widen the region's tourism mileage and sustain its positioning as a premier destination; To establish networks of support
a) International Travel Fair (July)	YES	Small Value Procurement	134,000.00	134,000.00	
c) Philippine Harvest (September)	YES	Small Value Procurement	177,000.00	177,000.00	
d) Philippine Travel Mart (September)	YES	Small Value Procurement	210,000.00	210,000.00	
' e) IFTM TopRESA (October)	YES	Small Value Procurement	300,000.00	300,000.00	
' e) IFTM TopRESA (October) 'f) North Phil Expo 9November)	YES YES	Small Value Procurement Small Value Procurement	300,000.00 315,000.00	300,000.00 315,000.00	
' f) North Phil Expo 9November)	YES	Small Value Procurement	315,000.00	315,000.00	
' f) North Phil Expo 9November) g) Regional Showcase (October)	YES YES	Small Value Procurement  Public Bidding	315,000.00 870,000.00	315,000.00 870,000.00	
'f) North Phil Expo 9November)  g) Regional Showcase (October)  h) Travel and Tour Expo (February)	YES YES YES	Small Value Procurement  Public Bidding  Small Value Procurement	315,000.00 870,000.00 105,000.00	315,000.00 870,000.00 105,000.00	

4. Information, Education and Communication							To widen the marketing reach of the region through all forms of media and to produce and dessiminate promotional collaterals and materials
i. Kapihan							
- 3rd week of January	YES	Small Value Procrement			50,000.00	50,000.00	
- 2nd week of April	YES	Small Value Procrement			30,000.00	30,000.00	
- 2nd week of June	YES	Small Value Procrement			30,000.00	30,000.00	
- 2nd week of October	YES	Small Value Procrement			38,000.00	38,000.00	
ii. Production of Brochures and Collaterals							
- 3rd week of January	YES	Small value Procurement			50,000.00	50,000.00	
- 1st week of April	YES	Small value Procurement			70,000.00	70,000.00	
- 2nd week of July	YES	Small value Procurement			70,000.00	70,000.00	
- 1st week of October	YES	Small value Procurement			70,000.00	70,000.00	
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5. PR and Publicity					-		
Regionwide					-		
- Media Farm Trips Travel Trade Group	YES	Small Value Procurement			115,000.00	115,000.00	To build a positive image, increase visibility, widen the network of support.
Baguio City					-		
- Panagbenga (February)	YES	Public Bidding			1,071,000.00	1,071,000.00	
					15,316,000.00	15,316,000.00	

					DEF	INITION											Remarks
1. PROGRAM (E	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																Programs and projects should be alligned
2. PROJECT (BE	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-determined measure of goods and																with budget documents, and especially
3. PMO/End Use	3. PMO/End User - Unit as proponent of program or project																
4. Mode of Prod	4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.  5. Schedule for Each Procurement Activity - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of  6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund																
5. Schedule for																	
6. Source of Fu																	
7. Estimated Bu	dget - Agency approved esti	mate of proje	ect/program	costs													Breakdown into mooe and co for tracking purposes; alligned with budget documents
8. Remarks - bri	ef description of program or p	oroject															Any remark that will help GPPB track programs and projects
Prepared by:	Recommended by:														Approved	i:	

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