

**DEPARTMENT OF TOURSIM - CAR Annual Procurement Plan for FY 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	
<b>1 00 00 0000</b>	<b>GENERAL MANAGEMENT SERVICES (GMS)</b>												
	<b>1. Hiring of Support Services in the conduct of office operations</b>	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		
	<b>2. Payment of Mandatory Expenses</b>	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		
	l) Insurance	Internal Service	YES										
	- GSIS - Property, Plants and Equipments	Internal Service	YES							4,000.00	4,000.00		

	- 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		
	<b>3. Conduct of Personnel Enhancement</b>												To increase performance and productivity of the DOT-CAR employees.
	- Employee Trainings	Internal Service	YES							180,000.00	180,000.00		
	<b>4. Support Activities and Regional Director's Engagements</b>												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		
<b>3 02 00 0000</b>	<b>STANDARD, DEVELOPMENT, REGULATIONS, ACCREDITATION, MONITORING AND EVALUATION (SDRAME)</b>												
	<b>A. Conduct of monitoring and inspection of tourism accommodation establishments and tourism related enterprises</b>												
	A.1 Inventory, Inspection and Monitoring												To maintain creditable tourism establishments' compliance to existing standards.
	- 3rd week of march	SDRAME	YES							138,000.00	138,000.00		
	- 3rd week of 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												
	i 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		
<b>50202010 00 INDUSTRY TRAINING</b>													
	<b>1. Conduct of Inclusive Tourism Industry Trainings</b>												
	A. Tourism Industry Skills Program												
	a. 1 Basic Occupational Safety and Health Seminar, Baguio City ( January)	IT	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)	IT	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)	IT	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)	IT	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 well as learn basic foreign language to address the concerns of the foreign guests.
	a. 5 Course on Bartending and Waitering - Regionwide ( March)	IT	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)	IT	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)	IT	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)	IT	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)	IT	YES	Lease of Venue						240,000.00	240,000.00		To have an appreciation for our local culture, cultural resources 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 and enhancement of cultural tour.
	a.10 Cave Guides Training, Sagada (April)	IT	YES	Lease of Venue						413,000.00	413,000.00		To provide trainees with skills in improving their interpretation on caves; To introduce trainees on basic cave guiding, safety and crisis management.
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<b>3 01 00 0000</b>	<b>TOURISM DEVELOPMENT PLANNING</b>												
	<b>Conduct of workshops and site inspections and validation in preparation to formulation of Local Tourism Development Plan</b>									-			
	<b>1. TOURISM DEVELOPMENT PLANNING</b>												
	<b>A. Local Tourism Development Plan Formulation</b>												
	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 and Ifugao; to introduce tourism as an engine of socio-economic and cultural growth; to determine the tourism positioning of the area; and to determine the tourism value of the destination's tourism sites for development prioritization.
	ii. Municipal Tourism Development Plan in Rizal, Kalinga and Tublay / Sablan (February and June)	Planning	YES	Consulting Services						336,000.00	336,000.00		
	<b>B. Convergence Project</b>												
	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 and monitor the implementation of ongoing and completed project
	<b>C. Establishment of Tourism Data Base (Tourism Statistics)</b>									-			
	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 in tourism while mainstreaming GAD awareness among the tourism officers
	- 2nd Run (May)	Planning	YES							123,000.00	123,000.00		
	- 3rd Run ( October )	Planning	YES							123,000.00	123,000.00		
	<b>D. Rapid Assessment</b>												
	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 detailed information on current status.





	<b>Apayao</b> - SAY-AM Festival (February)		YES	Small Value Procurement						50,000.00	50,000.00		
	<b>Benguet</b> - Adivay Festival (November)		YES	Small Value procurement						50,000.00	50,000.00		
	<b>Ifugao</b>												
	- Imbahay 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		
	<b>Kalinga</b>												
	- 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		
	<b>Mountain Province</b>												
	- 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		
	<b>Baguio City</b>									-			
	- 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		
	<b>Sports: Benguet</b>												
	- 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		
	<b>3. Support and Participation to Domestic and International Trade Event and Business Mission</b>												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		
	f) North Phil Expo 9November)		YES	Small Value Procurement						315,000.00	315,000.00		
	g) Regional Showcase (October)		YES	Public Bidding						870,000.00	870,000.00		
	h) Travel and Tour Expo (February)		YES	Small Value Procurement						105,000.00	105,000.00		
	i) Participation to TPB Pocket Fairs		YES	Small Value Procurement						150,000.00	150,000.00		
	k) Tara Na Sa Norte (September)		YES	Small Value Procurement						210,000.00	210,000.00		
	l) UNESCO (July)		YES	Small Value Procurement						400,000.00	400,000.00		

	<b>4. Information, Education and Communication</b>												To widen the marketing reach of the region through all forms of media and to produce and disseminate promotional collaterals and materials
	i. Kapihan												
	- 3rd week of January		YES	Small Value Procurement						50,000.00	50,000.00		
	- 2nd week of April		YES	Small Value Procurement						30,000.00	30,000.00		
	- 2nd week of June		YES	Small Value Procurement						30,000.00	30,000.00		
	- 2nd week of October		YES	Small Value Procurement						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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