

Department of Tourism-National Capital Region Annual Procurement Plan FY 2023

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity?	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/Opening 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	100,000.00	-		
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	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	13,000.00	-	-	
5.0203E+10	Fuel, Oil, and Lubricants	GSU/Other Units	NO	NP-53.14 Direct Retail Purchase for POL Products	N/A	N/A	Monthly	Monthly	GoP	150,000.00	150,000.00	-	-	
5020402000	Electricity	ARIU	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	30,000.00	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	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	100,000.00	-	-	
5020502002	Telephone Landline	All Units	NO	Direct Contracting	N/A	N/A	Monthly	Monthly	GoP	200,000.00	200,000.00	-	-	
5020502002	Internet	Internal Services	NO	Direct Contracting	N/A	N/A	Monthly	N/A	GoP	40,000.00	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	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	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	50,000.00	50,000.00	-	-	
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	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	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	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	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	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	30,000.00	-	-	
5029902000	Printing & Publication	All Units	NO	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GoP	25,000.00	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	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	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	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	10,000.00	-	-	
5029906000	Subscription Expenses	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	50,000.00	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	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	450,000.00	-	-	
-	-	-	-	-	SUB TOTAL						2,706,000.00	2,706,000.00	-	-
	SKILLS TRAINING PROGRAM FOR DOT-NCR PERSONNEL													
	Continuing Education/Enhancement Seminar for DOT-NCR Personnel (Batch 1 and 2)													
	Honoraria (2,000.00/hour x 8 hours x 2 days)	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	June	June	GoP	32,000.00	32,000.00	-	-	
	Meals (Lunch: 60pax x P380.00 = P22,800.00; Snacks: 60pax x P180.00 x 2 = P21,600.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	44,400.00	44,400.00	-	-	
	Communication	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	300.00	300.00	-	-	
	Training Materials/ Miscellaneous Expenses	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	June	June	GoP	2,000.00	2,000.00	-	-	
					SUB TOTAL						78,700.00	78,700.00	-	-

	GENDER AND DEVELOPMENT (GAD) PROGRAMS AND ADVOCACY PROGRAMS												
	Women's Month Celebration (Batch 1 and 2)												
	Honoraria (2,000/hour x 8hours)	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	March	March	GoP	16,000.00	16,000.00	-	-
	Printing Polo Shirt (75pcs x P800.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	60,000.00	60,000.00	-	-
	Printing of Tarpaulin	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	2,500.00	2,500.00	-	-
	Meals (Lunch: 60pax x P380.00 = P22,800.00; Snacks: 60pax x P180.00 = P10,800.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	33,600.00	33,600.00	-	-
	Communication	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	300.00	300.00	-	-
	Training Materials/ Miscellaneous Expenses	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	March	March	GoP	2,000.00	2,000.00	-	-
							SUB TOTAL			114,400.00	114,400.00		
	Capability Building Program for GAD Focal Point System Personnel of NCR Regional Office												
	Honoraria (2,000/hour x 8hours)	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	May	May	GoP	16,000.00	16,000.00	-	-
	Meals (Lunch: 25pax x P380.00 = P9,500.00; Snacks: 25pax x P180.00 = P9,000.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May	May	GoP	18,500.00	18,500.00	-	-
	Communication	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May	May	GoP	300.00	300.00	-	-
	Training Materials/ Miscellaneous Expenses	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May	May	GoP	2,000.00	2,000.00	-	-
							SUB TOTAL			36,800.00	36,800.00		
	18 Day Campaign to End Violence Against Women (VAW) and RA 10398 Series of 2012 declaring November 25th as National Consciousness Day for the Elimination of Violence Against Women and Children												
	Printing Polo Shirt (75pcs x P800.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	60,000.00	60,000.00	-	-
	Honoraria (2,000/hour x 4hours)	IS/Personnel	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	November	November	GoP	8,000.00	8,000.00	-	-
	Meals (Lunch: 30pax x P380.00 = P11,400.00; Snacks: 30pax x P180.00 = P5,400.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	16,800.00	16,800.00	-	-
	Promotional Materials (Facemask, Hygiene Kits & Other related promo materials) 75pcs x P800.00	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	60,000.00	60,000.00	-	-
	Miscellaneous Expenses (Printing of Tarpaulin)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	2,500.00	2,500.00	-	-
							SUB TOTAL			147,300.00	147,300.00		
	Team Performance/ Team Building												
	Venue and Meals (60pax x 2,700.00 x 2 days)	IS/Personnel	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	November	November	GoP	324,000.00	324,000.00	-	-
	Meals (Packed - 60pax x 200.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	12,000.00	12,000.00	-	-
	Transportation (Bus Rental)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	75,000.00	75,000.00	-	-
	Uniform T-Shirts (70pax x 500.00)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	38,500.00	38,500.00	-	-
	Bottled Water (500ml) 24 bottles - P358.00/box x 6 boxes	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	2,148.00	2,148.00	-	-
	Miscellaneous and other related expenses (Communication/ Contingency Fund)	IS/Personnel	NO	NP-53.9 - Small Value Procurement	N/A	N/A	November	November	GoP	10,000.00	10,000.00	-	-
							SUB TOTAL			461,648.00	461,648.00		

DESKTOP (2) A10 3 -24 Fog 00052 PH Desktop; Black 23.8" 8GB Ram + 256 GB SSP 1 Intel Core i3 - 115 G4 Windows 11	FMS	NO	Shopping	N/A	N/A	N/A	N/A	GoP	159,800.00	159,800.00		
PRINTER (2) Wireless, All-in-One printer, print copy, scan, fax	FMS	NO	Shopping	N/A	N/A	N/A	N/A	GoP	27,398.00	27,398.00		
LAPTOP (2) 13.3 inch, MI Chip, 8 core CPU, Space Gray 256 GB	FMS	NO	Shopping	N/A	N/A	N/A	N/A	GoP	121,980.00	121,980.00		
SCANNER (2) - Compact design that fits into small spaces - Scans up to 35 ppm / 70 IPM - Scan to text, PDF and more with built in OCR - Black and Colored - Includes 50 page ADF (Standard, 50 sheets) - Resolution 600 x 600 dpi - Maximum document scan size 8.5 x 122 in - Scannable media types: Cut Sheet Paper, Printed Paper (Laser and ink), Pre-Punched Paper, Bank Checks, Business Cards, Freight Bills, Carbonless forms, Previously stapled media with staple removed, Plastic cards (up to 1.24mm)	FMS	NO	Shopping	N/A	N/A	N/A	N/A	GoP	42,000.00	42,000.00		
SUB TOTAL									351,178.00	351,178.00		
A.1 Accreditation of Primary and Secondary Tourism Enterprises including Frontliners (2023)												
Part I. Inspection, Evaluation and Processing of Accreditation of Tourism Establishments (2023)												
Gas (22weeks x 1500)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	33,000.00	33,000.00		
Toll (12weeks x 500)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,000.00	6,000.00		
Parking Fees (22weeks x 50)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,100.00	1,100.00		
SUB TOTAL									40,100.00	40,100.00		
Part II. A. Processing of Accreditation Applications (2023)												
ID Cards for TOEs (420 pcs x Php 12)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	5,040.00	5,040.00		
B. Processing of Accreditation Applications (2022)												
ID Card for TOEs (Php 15 x 800 pcs)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00		
Calling Card (Php 1800 x 9 pax)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	16,200.00	16,200.00		
ID Lace (Php 40 x 2500 pcs)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	100,000.00	100,000.00		
SUB TOTAL									128,200.00	128,200.00		
A.2 Accreditation Campaign (2023)												
Part III. Appreciation Night for DOT NCR Stakeholders (2023)												
Token of appreciation to all guests	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	145,000.00	145,000.00		
Part IV. Software for Automation of Inspection Reports: Maintenance (2023)												
Consultant (to craft software)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	121,000.00	121,000.00		
PTGQALEX (Professional Tour guides Qualification Examination)												
Coaster/ Bus Hire (1 vehicle x 1 day)	TRD	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	17,012.00	17,012.00		
I. AIRPORT RECEPTION & FACILITATION												

	Provision of Welcome Leis to Arriving Passengers at NAI A Terminals upon request (5,000pcs X 2 quarters); Cost of Welcome lei : 30.00ea	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300,000.00	300,000.00		
II. CONDUCT OF CAPABILITY TRAININGS FOR LGUS/STAKEHOLDERS													
FILIPINO BRAND OF SERVICE EXCELLENCE SEMINAR FOR:													
	1. Duty Free Frontline Officers 30pax (P48,605.00 x 2runs) Requirements : 1. Professional Services (Resource Speaker) (1,200 x 8hrs) P9,600.00 2. Conference kit/Materials: P6,705.00 (Sticker Paper- 45; Memopads –50; Ballpens – 15; Expandable Envelopes – 20; Certificate Holders – 40; Certificates (pack) – 20; Bond Paper - 225; Ink Cartridges – 475; Markers 150; Manila Papers – 10)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	97,210.00	97,210.00		
	2. Parañaque Integrated Terminal Exchange (PITX) Ticket Attendants & Security Personnel 30pax												
	1. Professional Services (Resource Speaker) (1,200 x 8hrs) P9,600.00	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,600.00	9,600.00		
	2. Conference kit/Materials: P6,705.00 (Sticker Paper- 45; Memopads –50; Ballpens – 15; Expandable Envelopes – 20; Certificate Holders – 40; Certificates (pack) – 20; Bond Paper - 225; Ink Cartridges – 475; Markers 150; Manila Papers – 10)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,705.00	6,705.00		
	Communication	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	Transportation (Van Rental)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00		
	Meals (800.00 X 30pax)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00		
SUB TOTAL										48,605.00	48,605.00		
3. NAI A Security Providers													
	1. Professional Services (Resource Speaker) (1,200 x 8hrs) P9,600.00	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,600.00	9,600.00		
	2. Conference kit/Materials: P6,705.00 (Sticker Paper- 45; Memopads –50; Ballpens – 15; Expandable Envelopes – 20; Certificate Holders – 40; Certificates (pack) – 20; Bond Paper - 225; Ink Cartridges – 475; Markers 150; Manila Papers – 10)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,705.00	6,705.00		
	Communication	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	Transportation (Van Rental)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00		
	Meals (800.00 X 30pax)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00		
SUB TOTAL										48,605.00	48,605.00		
4. NAI A Porters													
	1. Professional Services (Resource Speaker) (1,200 x 8hrs) P9,600.00	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,600.00	9,600.00		
	2. Conference kit/Materials: P6,705.00 (Sticker Paper- 45; Memopads –50; Ballpens – 15; Expandable Envelopes – 20; Certificate Holders – 40; Certificates (pack) – 20; Bond Paper - 225; Ink Cartridges – 475; Markers 150; Manila Papers – 10)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,705.00	6,705.00		
	Communication	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	Transportation (Van Rental)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00		

	Meals (800.00 X 30pax)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00		
										48,605.00	48,605.00		
	5. Security Officers (PNP/OTS) at NAIA												
	1. Professional Services (Resource Speaker) (1,200 x 8hrs) P9,600.00	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,600.00	9,600.00		
	2. Conference kit/Materials: P6,705.00 (Sticker Paper- 45; Memopads -50; Ballpens - 15; Expandable Envelopes - 20; Certificate Holders - 40; Certificates (pack) - 20; Bond Paper - 225; Ink Cartridges - 475; Markers 150; Manila Papers - 10)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,705.00	6,705.00		
	Communication	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	Transportation (Van Rental)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00		
	Lease of Venue (1,500.00 x 30pax)	TFSU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	45,000.00	45,000.00		
										69,605.00	69,605.00		
	6. NAIA Partners												
	1. Professional Services (Resource Speaker) (1,200 x 8hrs) P9,600.00	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,600.00	9,600.00		
	2. Conference kit/Materials: P6,705.00 (Sticker Paper- 45; Memopads -50; Ballpens - 15; Expandable Envelopes - 20; Certificate Holders - 40; Certificates (pack) - 20; Bond Paper - 225; Ink Cartridges - 475; Markers 150; Manila Papers - 10)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	6,705.00	6,705.00		
	Communication	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	Transportation (Van Rental)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00		
	Lease of Venue (1,500.00 x 30pax)	TFSU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	45,000.00	45,000.00		
										69,605.00	69,605.00		
	III. TOURISM FRONTLINE SERVICES/ACTIVITIES/ PROGRAMS												
	1. Issuance of New Normal Airport Frontliners' Uniform (4,500.00/pax) 25pax Customized PPE - 1,500/pc x 3sets	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	112,500.00	112,500.00		
	2. NCR TECHNICAL VISIT FOR UPDATING OF DATABANK - 15pax/batch												
	I. Tour Fee (2000/pax) - P30,000: a. Cultural and Heritage Tour; b. Culinary Tour; c. Technology/ Innovation	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	30,000.00	30,000.00		
	III. Communication	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	III. Transportation (Coaster)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
	IV. Breakfast (P200/pax)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	3,000.00	3,000.00		
	V. Lunch (P300/pax)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00		
	VI. Snacks (P150/pax)	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,250.00	2,250.00		
	VII. Tour Guide	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00		
	VIII. Tour Kits (610/pax): Tshirt - 300; Caps - 200; Bottled Water - 30; Alcohol - 30; Wet Tissue - 25; Facial Tissue - 25	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,150.00	9,150.00		
										68,700.00	68,700.00		
	IV. UTILITIES/SERVICES												
	1. Electricity (Light and Power) - 1 year subscription	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	29,713.80	29,713.80		
	2. Newspaper subscription (1 year subscription) Philippine Star - 4,720 Philippine Daily Inquirer - 6,512	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	11,232.00	11,232.00		

	3. Communication bill 12 months	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	38,001.60	38,001.60		
	4. Water Expenses (NAIA T1 & T3) 600gallons	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	27,000.00	27,000.00		
	5. NAIA T3 Internet/Wifi Subscription - 1 year subscription	TFSU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00		
										129,947.40	129,947.40		
	V. OFFICE SUPPLIES, EQUIPMENT, & FURNITURE												
	1. Storage Box w/ Wheels (900.00) x 5	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00		
	2. Filing Cabinet (9,000.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00		
	3. Wardrobe Cabinet (3,900.00) x 2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	7,800.00	7,800.00		
	4. Panel Room Divider (6,000.00) x 2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	12,000.00	12,000.00		
	5. Lounge/Office Chairs (1,900.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	1,900.00	1,900.00		
	6. Conference Table (10,000.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	7. Laptop (80,000.00) x 2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	160,000.00	160,000.00		
	8. 3-in-1 Printer (4,400.00) x 2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	8,800.00	8,800.00		
	9. Paper Trimmer (3,900.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	3,900.00	3,900.00		
	10. Emergency Light (215.00) x4	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	860.00	860.00		
	11. Magnetic White Board (2,250.00) x 2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00		
	12. Airpot (2,000.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	2,000.00	2,000.00		
	13. Microwave (5,000.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	14. 32" T.V. (10,000.00)	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	15. Fire Exit Signages (glow in the dark) (800.00) x 2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	1,600.00	1,600.00		
	16. Push/Pull Signage (300.00) x2	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	600.00	600.00		
	17. Sleeping Mattress (1,500.00) x3	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	4,500.00	4,500.00		
	18. Pillows (500.00) x10	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	5,000.00	5,000.00		
	19. Meals (400.00/90days) x20pax	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	720,000.00	720,000.00		
	20. Fuel (20,000/mo) x 12mos	TFSU	NO	Shopping	N/A	N/A	N/A	N/A	GoP	240,000.00	240,000.00		
										1,211,960.00	1,211,960.00		
	Tourism Awareness and Capability Building Seminar (Php150,000 x 4 runs)												
	Meals and Venue Php1,300 x 40pax x 2 days	TDD/IMDU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	104,000.00	104,000.00		
	Van Hire Php8,000 x 2 days	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	16,000.00	16,000.00		
	Speaker's Honorarium / Moderator's Fee Php1,200 x 16hours	TDD/IMDU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP	19,200.00	19,200.00		
	Training Materials -Ballpen - Php10 x 30pcs = 300.00 -Notebooks - Php30 x 30pcs = 900.00 -ID Case and lace - Php17 x 30pcs = 510.00 -Marker - Php30 x 10pcs = 300.00 -Manila Paper - Php10 x 10pcs = 100.00 -Yellow paper - Php60 x 3 pads = 180.00	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,290.00	2,290.00		
	Tokens Php 1000 x 4 = 4,000	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,000.00	4,000.00		
	Cellular Card	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00		
	"Health and Safety Essentials -Face mask 100 pcs x 2.50 each = 250.00 -Alcohol 10 bottles x 80.00 each = 800.00 -Tissue 10 boxes x 60.00 per box = 600.00	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,650.00	1,650.00		
										150,000.00	150,000.00		
										600,000.00	600,000.00		
	Barrier-Free Tourism Seminar (1 run)												
	Meals and Venue Php1,300 x 40pax x 2 days	TDD/IMDU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	104,000.00	104,000.00		

	Van Hire Php8,000 x 2 days	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	16,000.00	16,000.00			
	Speaker's Honorarium / Moderator's Fee Php1,200 x 16hours	TDD/IMDU	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A	N/A	N/A	GoP	19,200.00	19,200.00			
	Training Materials -Ballpen - Php10 x 30pcs = 300.00 -Notebooks - Php30 x 30pcs = 900.00 -ID Case and lace - Php17 x 30pcs = 510.00 -Marker - Php30 x 10pcs = 300.00 -Manila Paper - Php10 x 10pcs = 100.00 -Yellow paper - Php60 x 3 pads = 180.00	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	2,290.00	2,290.00			
	Cellular Card	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	300.00	300.00			
	*Health and Safety Essentials -Face mask 100 pcs x 2.50 each = 250.00 -Alcohol 10 bottles x 80.00 each = 800.00 -Tissue 10 boxes x 60.00 per box = 600.00	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	1,650.00	1,650.00			
	Miscellaneous Expense	TDD/IMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	4,560.00	4,560.00			
					SUB TOTAL						148,000.00	148,000.00		
	DINNER HOSTING AND TRANSPORT PROVISION FOR ASSOCIATION OF TOURISM OFFICERS OF THE PHILIPPINES (ATOP) ON THEIR 1ST QUARTERLY MEETING IN MANILA AND OATH-TAKING AS NEWLY- ELECTED OFFICERS													
	Lease of Venue (included in the meals) PM Snack - Php 350 X 50 pax Dinner - Php 800 X 50 pax	TDD/PMDU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	N/A	N/A	GoP	57,500.00	57,500.00			
	Tokens (Php 500 X 50 pcs)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	25,000.00	25,000.00			
	Vehicle Hire (Php 8,000/day X 3 days)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	24,000.00	24,000.00			
	Vehicle Hire (Php 8,000/day) for DOT Personnel	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	8,000.00	8,000.00			
					SUB TOTAL						114,500.00	114,500.00		
	MINDANAO TOURISM EXPO 2023													
	Booth Design and Construction	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	963,200.00	963,200.00			
	Booth Rental	TDD/PMDU	NO		N/A	N/A	N/A	N/A	GoP	72,000.00	72,000.00			
	Regional Food Sampling	TDD/PMDU	NO		N/A	N/A	N/A	N/A	GoP	45,000.00	45,000.00			
	Booth Reception (2nd Day)	TDD/PMDU	NO		N/A	N/A	N/A	N/A	GoP	50,000.00	50,000.00			
	Tokens/Giveaways	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	170,000.00	170,000.00			

	Booth Supplies serving Tray 2 pcs @ Php 1,000/pc = Php 2,000.00 water cups (50pcs/pack) - Php75 x 5 packs = Php375 cutlery - (12 sets/pack) - Php35 x 36 packs = Php1,260.00 napkins - Php 75.50/pack x 5 packs = Php377.50 alcohol - Php 99.75 x 5 = Php 498.75 wipes - Php85 x 5 = PhP candies - Php71/pack x 5 = Php 355.00 coffee - Php120/box x 10 = Php1,200 tea - Php535/box x 6 = Php3,2010 sugar - Php170 x 5 boxes = Php850 Disinfectant spray 510g - Php545 x 2 = Php 1,090 small paper plate = Php20 x 12packs = Php240 small white paper bowl = Php54 x 12packs = Php648 wooden stirrer = Php208/pack x 2 = Php416									13,295.25	13,295.25		
	Coordination Meeting/ Sales Calls	TDD/PMDU	NO		N/A	N/A	N/A	N/A	GoP	28,800.00	28,800.00		
	Air Transport for Invited Stakeholders MNL – DVO January 26, 2022 DVO – MNL January 30, 2022 Prepaid check-in baggage for Stakeholders (40kgs on top of 20kg free baggage allowance)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	41,122.80	41,122.80		
	Hotel Accommodation Standard hotel, air-conditioned, breakfast included, with internet connection 8 DOT-NCR Staff (Twin-sharing) 2 MM Tour Operators (Stakeholder)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	52,800.00	52,800.00		

Vehicle Service Transport 1 Van for DOT Office to Airport Terminal and Vice versa (January 26 – DOT Office/Points in MM to Airport Terminal) January 30 – Airport Terminal to Points in MM) 1 Van Hire in Davao City 1 Van for DOT NCR Staff and MM Stakeholders from Davao Airport – Billeting Hotel and Metro Davao for 5 days (12 hours use with 3 hours Overtime fee)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	37,500.00	37,500.00		
Staff Meals	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	21,600.00	21,600.00		
Stakeholder Meals	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	9,000.00	9,000.00		
CONTINGENCY (Office supplies, communication, floral arrangement, event badges, B2B Participation fees, water bottles, etc.)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	N/A	N/A	GoP	75,215.00	75,215.00		
SUB TOTAL									1,579,533.05	1,579,533.05		
DRIVE AND DIVE INTRAREGIONAL PRODUCT DEVELOPMENT												
Airfare February 05, 2022 Legazpi – Manila February 11, 2022 Legazpi - Manila	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	113,400.00	113,400.00		
Van Rental February 05, 2022 Within Metro Manila February 06, 2022 Pasay City to Anilao, Batangas	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	28,000.00	28,000.00		
Bus Rental February 05, 2022 Within Metro Manila February 06, 2022 Pasay City to Anilao, Batangas	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	42,000.00	42,000.00		
Hotel Accommodation 20 rooms, inclusive of breakfast for 40 pax,	TDD/PMDU	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May-22	May-22	GoP	105,120.00	105,120.00		
Meals Day 1 – February 05 PM Snack and Dinner DOT Personnel Php660 X 12pax *Based on EO 77 Tour Operators Php1,150 X 28pax Day 2 – February 06 Breakfast at the hotel Lunch (c/o Region IV-A) PM Snacks (c/o Region IV-A)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	40,220.00	40,220.00		

Tour Guide x 1 day	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	3,500.00	3,500.00		
Coordination Meeting (Briefing and De-briefing) Php800 X 10 pax X 2 meetings	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	16,000.00	16,000.00		
Tour and Health Kit (40 kits)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	68,840.00	68,840.00		
Contingency – 5% of the total budget (to cover unforeseen expenses which may arise during the project implementation)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	19,304.00	19,304.00		
Call Cards 300 X 2	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	May-22	May-22	GoP	500.00	500.00		
SUB TOTAL									436,884.00	436,884.00		
PROGRAM OF NCR THROUGH DEVELOPMENT AND PRODUCTION OF AUDIO VIDEO PRESENTATION												
A. Video Production Team Inclusive of Pre-Production, Principal Filming/Photography, and Post-Production	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Dec-22	Dec-22	GoP	1,000,000.00	1,000,000.00		
B. Van Hire Php7,999.00 x 8 shoot days	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Dec-22	Dec-22	GoP	63,992.00	63,992.00		
C. Pre-Production, Mid-Production, and Post-Production Meeting (2 meetings each) Php350 X 8 pax X 6 days	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Dec-22	Dec-22	GoP	16,800.00	16,800.00		
D. Meals (For DOT-NCR staff who will accompany the production team during shoot) Php350 X 3 pax X 8 shoot days	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Dec-22	Dec-22	GoP	18,400.00	18,400.00		
D. Communication Php800 (8 shoot days)	TDD/PMDU	NO	NP-53.9 - Small Value Procurement	N/A	N/A	Dec-22	Dec-22	GoP	800.00	800.00		
SUB TOTAL									1,099,992.00	1,099,992.00		
Total Annual Procurement									10,531,589.45	10,531,589.45		

PREPARED BY:


LAWRENCE J. A. CANTARA
 BAC Secretariat Head

RECOMMENDING APPROVAL:


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 BAC Chairperson



MAY M. RAMOS
 BAC Member


IVANNOVICH T. AGOTE
 BAC Vice-Chairperson


ERNESTO S. TESTON
 BAC Member


MARIA FE E. SANTOS
 BAC Member

Date: January 13, 2023

✓	Approved	Disapproved
 SHARLENE ZABALA-BATIN Regional Director National Capital Region		