

Department of Tourism Indicative 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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50201010-00	Travel - Local	Planning Service	NP-53.9 - Small Value Procurement	October / November / December	October / November / December	October / November / December	October / November / December	GAA	450,000.00	450,000.00	-	Domestic Airfare for 12 pax
50201010-00	Travel - Local	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	June / July / August / September	June / July / August / September	June / July / August / September	June / July / August / September	GAA	48,000.00	48,000.00	-	Domestic Airfare for 8 pax (4 Regions)
50201010-00	Travel - Local	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	October	October	October	October	GAA	60,000.00	60,000.00	-	Domestic Airfare for 8 pax (AGIA Conference)
50201010-00	Travel - Local	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	November / December	November / December	November / December	November / December	GAA	150,000.00	150,000.00	-	Domestic Airfare for 10 pax (DOT Annual Strategic Work Planning Sessions)
50201010-00	Travel - Local	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	May	May	May	May	GAA	3,000.00	3,000.00	-	Bus Fare for 2 pax (La Union) Region I
50201010-00	Travel - Local	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	August	August	August	August	GAA	17,445.00	17,445.00	-	Airtickets for 2 pax (Tuguegarao) Region II
50201010-00	Travel - Local	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	June	June	June	June	GAA	24,477.60	24,477.60	-	Airtickets for 2 pax (Bicol) Region V
50201010-00	Travel - Local	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	September	September	September	September	GAA	32,018.00	32,018.00	-	Airtickets for 2 pax (Cagayan de Oro) Region X
50201010-00	Travel - Local	Accounting Division	NP-53.9 - Small Value Procurement	August / October	August / October	August / October	August / October	GAA	272,432.40	272,432.40	-	Domestic Airline Tickets for Training & Capacity Building for 12 pax
50201010-00	Travel - Local	Legal Affairs Service	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	660,000.00	660,000.00	-	Local Travels (Investigation, Legal Assistance, Coordination with other Agencies)
50201010-00	Travel - Local	OASEC for Administration & Special Concerns	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	110,000.00	110,000.00	-	Local Travels upon instruction of the Secretary
50201020-00	Travel - Foreign	Planning Service	NP-53.9 - Small Value Procurement	May / October / November	May / October / November	May / October / November	May / October / November	GAA	500,000.00	500,000.00	-	International Airfare for 6 pax
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	July	July	July	July	GAA	217,000.00	217,000.00	-	International Airfare for 2 pax (PDOT San Francisco)
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	August	August	August	August	GAA	175,000.00	175,000.00	-	International Airfare for 2 pax (PDOT London)
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	September	September	September	September	GAA	112,000.00	112,000.00	-	International Airfare for 2 pax (PDOT Shanghai)
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	June / October	June / October	June / October	June / October	GAA	105,000.00	105,000.00	-	International Airfare for 2 pax (PDOT Beijing)
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	July	July	July	July	GAA	84,000.00	84,000.00	-	International Airfare for 2 pax (PDOT Tokyo)
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	April	April	April	April	GAA	126,000.00	126,000.00	-	Market Dev. Follow-up Audit - International Airfare for 2 pax (ATM 2019)
50201020-00	Travel - Foreign	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	September	September	September	September	GAA	231,000.00	231,000.00	-	International Airfare for 2 pax (IFTM TopResa 2019)
50201020-00	Travel - Foreign	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	March	March	March	March	GAA	284,648.00	284,648.00	-	International Airfare for 2 pax (San Francisco)
50201020-00	Travel - Foreign	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	March	March	March	March	GAA	335,194.00	335,194.00	-	International Airfare for 2 pax (New York)
50201020-00	Travel - Foreign	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	April	April	April	April	GAA	154,620.00	154,620.00	-	International Airfare for 2 pax (Australia)
50201020-00	Travel - Foreign	Management Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	May	May	May	May	GAA	102,950.00	102,950.00	-	International Airfare for 2 pax (Korea)
50201020-00	Travel - Foreign	Accounting Division	NP-53.9 - Small Value Procurement	August / October	August / October	August / October	August / October	GAA	888,004.32	888,004.32	-	International Airplane Tickets for FMS Intervention to Foreign Offices for 8 pax
50201020-00	Travel - Foreign	Legal Affairs Service	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	450,000.00	450,000.00	-	Foreign Travels
50201020-00	Travel - Foreign	OASEC for Administration & Special Concerns	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	320,000.00	320,000.00	-	Foreign Travels upon instruction of the Secretary
50203010-00	Office Supplies Expenses	FMS - Management Division	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	117,998.69	117,998.69	-	Common-Use Supplies & Equipment
50203010-00	Office Supplies Expenses	Internal Audit Service - Office of the Director	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	220,000.00	220,000.00	-	Common-Use Supplies & Equipment
50203010-00	Office Supplies Expenses	Operations Audit Division - Internal Audit Service	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	180,000.00	180,000.00	-	Common-Use Supplies & Equipment
50203010-00	Office Supplies Expenses	Management Audit Division - Internal Audit Service	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	180,001.84	180,001.84	-	Common-Use Supplies & Equipment
50203010-00	Office Supplies Expenses	Philippine Commission on Sports Scuba Diving	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	199,443.41	199,443.41	-	Common-Use Supplies & Equipment
50203010-00	Office Supplies Expenses	Accounting Division	NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	67,138.84	67,138.84	-	Common-Use Supplies & Equipment

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/Activity/Project)
					Advertisement/Posting of (B/REI)	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50203010-00	Office Supplies Expenses	Legal Affairs Service		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	104,988.72	104,988.72	-	Common-Use Supplies & Equipment
50203010-00	Office Supplies Expenses	OASEC for Administration & Special Concerns		NP-53.5 Agency-to-Agency	N/A	N/A	N/A	N/A	GAA	50,000.00	50,000.00	-	Common-Use Supplies & Equipment
50203090-00	Fuel, Oil & Lubricants Expenses	Legal Affairs Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	50,000.00	50,000.00	-	As the need arises
50203090-00	Fuel, Oil & Lubricants Expenses	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	120,000.00	120,000.00	-	As the need arises
50203110-01	Textbooks & Instructional Materials Expenses	Legal Affairs Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	30,000.00	30,000.00	-	Procurement of Textbooks & other Instructional Materials
50203990-00	Other Supplies & Materials	Planning Service		NP-53.9 - Small Value Procurement	April / September	April / September	April / September	April / September	GAA	150,000.00	150,000.00	-	Conference Kits / Tokens / Giveaways for 300 pcs.
50203990-00	Other Supplies & Materials	Legal Affairs Service		NP-53.9 - Small Value Procurement	February	February	February	February	GAA	7,500.00	7,500.00	-	Seminar on RA6713 - Seminar Kit & Promo Materials as Tokens (50 pcs)
50203990-00	Other Supplies & Materials	Legal Affairs Service		NP-53.9 - Small Value Procurement	April	April	April	April	GAA	7,500.00	7,500.00	-	Seminar on GAD Related Laws for DOT Employees - Seminar Kit & Promo Materials as Tokens (50 pcs)
50203990-00	Other Supplies & Materials	Legal Affairs Service		NP-53.9 - Small Value Procurement	June	June	June	June	GAA	9,000.00	9,000.00	-	Seminar on GAD Related Laws for Tourism Stakeholders in P. Princesa - Seminar Kit & Promo Materials as Tokens (60 pcs)
50203990-00	Other Supplies & Materials	Legal Affairs Service		NP-53.9 - Small Value Procurement	August	August	August	August	GAA	9,000.00	9,000.00	-	Seminar on GAD Related Laws for Tourism Stakeholders in Bohol Seminar Kit & Promo Materials as Tokens (60 pcs)
50203990-00	Other Supplies & Materials	Legal Affairs Service		NP-53.9 - Small Value Procurement	October	October	October	October	GAA	7,500.00	7,500.00	-	Seminar on RA9184 for Project Officers of Regional Offices - Seminar Kit & Promo Materials as Tokens (50 pcs)
50203990-00	Other Supplies & Materials	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	38,000.00	38,000.00	-	Giveaways for VIPs
50205010-00	Postage & Courier Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	20,000.00	20,000.00	-	As the need arises
50205010-00	Postage & Courier Services	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	5,000.00	5,000.00	-	As the need arises
50205020-01	Telephone Expenses - Mobile	Legal Affairs Service		Direct Contracting	N/A	N/A			GAA	120,000.00	120,000.00	-	-
50205020-01	Telephone Expenses - Mobile	OASEC for Administration & Special Concerns		Direct Contracting	N/A	N/A			GAA	110,000.00	110,000.00	-	Two (2) units
50211010-00	Legal Services	Legal Affairs Service		NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A			GAA	200,000.00	200,000.00	-	-
50211030-02	QMS	Planning Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	3,000,000.00	3,000,000.00	-	Consultancy Services for 5 Consultants
50211990-00	Facilitators	Planning Service		NP-53.9 - Small Value Procurement	February / May / October / November	February / May / October / November	February / May / October / November	February / May / October / November	GAA	192,000.00	192,000.00	-	Professional Services for 4 pax
50211990-00	Catering Services	Planning Service		NP-53.9 - Small Value Procurement	February / May / October / November	February / May / October / November	February / May / October / November	February / May / October / November	GAA	1,308,000.00	1,308,000.00	-	Professional Services for 4 caterers
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	February	February	February	February	GAA	25,000.00	25,000.00	-	Seminar on RA6713 - Honorarium for the Resource Speaker
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	April	April	April	April	GAA	26,300.00	26,300.00	-	Seminar on GAD Related Laws for DOT Employees - Honorarium for the Resource Speaker
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	April	April	April	April	GAA	250,000.00	250,000.00	-	Seminar on GAD Related Laws for DOT Employees - Groundhandling for project venue, accommodation, meals & transportation for 40 pax
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	June	June	June	June	GAA	210,000.00	210,000.00	-	Seminar on GAD Related Laws for Tourism Stakeholders in P. Princesa - Groundhandling for project venue, accommodation, meals & transportation for 50 pax

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/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	August	August	August	August	GAA	210,000.00	210,000.00		Seminar on GAD Related Laws for Tourism Stakeholders in Bohol Groundhandling for project venue, accommodation, meals & transportation for 50 pax
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	October	October	October	October	GAA	200,000.00	200,000.00		Seminar on RA9184 for Project Officers of Regional Offices - Project venue, accommodation, meals & transportation for 40 pax
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	December	December	December	December	GAA	250,000.00	250,000.00		Strategic Planning-Groundhandling for project venue, accommodation, meals & transportation for 11 pax
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	June	June	June	June	GAA	26,300.00	26,300.00		Seminar on GAD Related Laws for Tourism Stakeholders in P. Princesa - Honorarium for the Resource Speaker
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	August	August	August	August	GAA	26,300.00	26,300.00		Seminar on GAD Related Laws for Tourism Stakeholders in Bohol Honorarium for the Resource Speaker
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	October	October	October	October	GAA	105,200.00	105,200.00		Seminar on RA9184 for Project Officers of Regional Offices - Honorarium for the Resource Speaker (4 pax)
50211990-00	Other Professional Services	Legal Affairs Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	240,000.00	240,000.00		Engagement of a Commissioned Notary Public
50213050-02	R & M - Office Equipment	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	20,000.00	20,000.00		As the need arises
50213050-03	R & M - Info. & Comm. Tech. Eqpt. Software	Legal Affairs Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	40,000.00	40,000.00		Computer Repair & Maintenance
50213050-03	R & M - Info. & Comm. Tech. Eqpt. Software	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	20,000.00	20,000.00		As the need arises
50213060-01	R & M - Transportation Eqpt. (Motor Vehicle)	Legal Affairs Service		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	50,000.00	50,000.00		As the need arises
50213060-01	R & M - Transportation Eqpt. (Motor Vehicle)	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	30,000.00	30,000.00		As the need arises
50299010-00	Advertising Expenses	Planning Service		NP-53.9 - Small Value Procurement	March	March	March	March	GAA	50,000.00	50,000.00		Advertising
50299020-00	2018 DOT & Attached Agencies Year-End Report	Planning Service		NP-53.9 - Small Value Procurement	February	February	February	February	GAA	300,000.00	300,000.00		Printing/publication of 3,000 copies
50299020-00	DOT ISO Certification	Planning Service		NP-53.9 - Small Value Procurement	March	March	March	March	GAA	100,000.00	100,000.00		Printing/publication
50299020-00	Printing & Publication	Legal Affairs Service		NP-53.9 - Small Value Procurement	February	February	February	February	GAA	7,500.00	7,500.00		Seminar on RA6713 - Printing of Seminar Brochures/Programmes (45 pcs)
50299020-00	Printing & Publication	Legal Affairs Service		NP-53.9 - Small Value Procurement	April	April	April	April	GAA	2,000.00	2,000.00		Seminar on GAD Related Laws for DOT Employees - Printing of Seminar Brochures / IECs (45 pcs)
50299020-00	Printing & Publication	Legal Affairs Service		NP-53.9 - Small Value Procurement	June	June	June	June	GAA	2,000.00	2,000.00		Seminar on GAD Related Laws for Tourism Stakeholders in P. Princesa - Printing of Seminar Brochures / IECs (60 pcs)
50299020-00	Printing & Publication	Legal Affairs Service		NP-53.9 - Small Value Procurement	August	August	August	August	GAA	2,000.00	2,000.00		Seminar on GAD Related Laws for Tourism Stakeholders in Bohol Printing of Seminar Brochures / IECs (45 pcs)
50299020-00	Printing & Publication	Legal Affairs Service		NP-53.9 - Small Value Procurement	October	October	October	October	GAA	2,000.00	2,000.00		Seminar on RA9184 for Project Officers of Regional Offices - Printing of Seminar Brochures / IECs (45 pcs)
50299020-00	Printing & Publication	OASEC for Administration & Special Concerns		NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	10,000.00	10,000.00		As the need arises
50299030-00	Representation (Meals/Accommodation)	Planning Service		NP-53.9 - Small Value Procurement	May	May	May	May	GAA	1,050,000.00	1,050,000.00		1 Accommodation establishment

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/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
50299030-00	Tour Package	Operations Audit Division - Internal Audit Service	NP-53.9 - Small Value Procurement	November / December	November / December	November / December	November / December	GAA	200,000.00	200,000.00	-	Accommodation & Travel Arrangement for 10 pax
50299030-00	Representation Expenses	Legal Affairs Service	NP-53.9 - Small Value Procurement	February	February	February	February	GAA	200,000.00	200,000.00	-	Seminar on RA6713 - Project Venue, Accommodation & Meals for 40 pax
50299030-00	Representation Expenses	OASEC for Administration & Special Concerns	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	175,000.00	175,000.00	-	As the need arises
50299050-02	Rents - Motor Vehicles	Planning Service	NP-53.9 - Small Value Procurement	January / February / May / October / November	January / February / May / October / November	January / February / May / October / November	January / February / May / October / November	GAA	500,000.00	500,000.00	-	Vans, Coasters, Cars, Buses, Motor Boat
50299050-02	Rents - Motor Vehicles	OASEC for Administration & Special Concerns	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	30,000.00	30,000.00	-	As the need arises
50299050-03	Rental of Equipment / Computer	Planning Service	NP-53.9 - Small Value Procurement	January to December	January to December	January to December	January to December	GAA	400,000.00	400,000.00	-	LCD, LED Screen, monitor, ID Maker, Microphone, Laptop, Printer, Photocopier, Scanner
50299060-00	Membership Dues & Contributions to Organizations	Legal Affairs Service	Direct Contracting	N/A	N/A			GAA	20,000.00	20,000.00	-	-
50299070-99	Subscription Expenses	Legal Affairs Service	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A			GAA	20,000.00	20,000.00	-	Subscription of Legal Materials
50299070-99	Subscription Expenses	OASEC for Administration & Special Concerns	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	N/A	N/A			GAA	1,034,000.00	1,034,000.00	-	Annual Bulletins from CD Asia, Newspapers & Magazines
GRAND TOTAL									18,249,460.82	18,249,460.82	-	


Prepared by:


MS. MELANIE CLAIRE P. SINGZON
 Supervising Administrative Officer, Procurement Management Division

Reviewed by:


MR. GODOFREDO B. MALDONADO, JR.
 Chief, Procurement Management Division

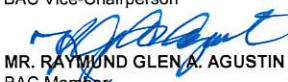
Recommended for Approval by:


ASEC. ROBERTO P. ALABADO III
 BAC Chairperson

DIR. MILAGROS Y. SAY
 BAC Vice-Chairperson

ATTY. JENNIFER A. OLBA
 BAC Member


MS. MA. LUZ F. FALCUNAYA
 BAC Member


MR. RAYMUND GLEN A. AGUSTIN
 BAC Member

Approved:

(By the Authority of the Secretary per D.O. No. 2018-94)


USEC. ARTURO P. BONCATO, JR.
 Tourism Regulation, Coordination, & Resource Generation & Chief of Staff