

**DEPARTMENT OF TOURISM - REGION V**  
**Legazpi City**  
**Annual Procurement Plan for FY 2018**

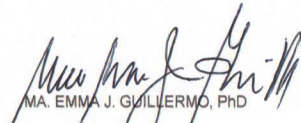
Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity											Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)		
				Pre-proc. Conference	Ads/Post of IB/REI	pre-bid conferenc	Eligibility Check	Sub/Open of 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 dias 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-IPS
GAS	Security Services	Admin Division	Public Bidding	3-7 dias 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	428,000.00	428,000.00		Continuation of 3 yr contract from CY 2016
GAS, TDP, IT MPD & SDRAME	Hiring of Job Order Employees	All Divisions	Direct Contracting	3-7 dias 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	2,035,000.00	2,035,000.00		Job Orders assigned to corresponding units/divisions
MPD	Hiring of Performers	Marketing Division	Direct Contracting	3-7 dias 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 dias 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 dias 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 dias 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	1,750,000.00	1,750,000.00		Provision of meals during meetings, seminars & conferences
GAS, TDP, IT MPD & SDRAME	Hotel Room Accomodations	All Divisions	Small Value Procurement	3-7 dias 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	750,000.00	750,000.00		Room accomodation for guests, facilitators & resource persons during seminars, trainings
MPD	Pavillon/booth rentals	Marketing Division	Direct Contracting	3-7 dias 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 dias 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	Procument of Promotional Collaterals	Marketing Division	Small Value Procurement	3-7 dias 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	All Divisions	Small Value Procurement	3-7 dias 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		rental of vehicles during site assessments, accomodation & as service

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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	150,000.00	150,000.00		Fuel & OIL for DOT-V Service vehicles
																	9,947,000.00	9,947,000.00	-	

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