

DEPARTMENT OF TOURISM, REGIONAL OFFICE NO. 02
ANNUAL PROCUREMENT PLAN 2019

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END USER	MODE OF PROCUREMENT	Schedule of Each Procurement Activity				SOURCE OF FUNDS	ESTIMATED BUDGET				REMARKS/ BRIEF DESCRIPTION OF PROGRAM/PROJECT
				Adv/Post of ITB	Sub/Open of Bids	NOA	Contract Signing		TOTAL	PS	MOOE	CO	
A. TRAVELLING	Hotel Accommodation	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	232,500.00		232,500.00		Accommodation for the conduct of Regular/Mobile Accreditation, PAS orientation / Inventory and accreditation campaign
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	161,250.00		161,250.00		Accommodation for the conduct of consultation workshop on Local Tourism Plan
													Formulation;Development/ Enhancement of Tourism Products;Capability building for product development/ enhancement for LGUs and stakeholders; Tour Packaging development
		Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	350,000.00		350,000.00		Accommodation for the attendance to National Travel and Trade Events and exhibits
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	68,000.00		68,000.00		Airtickets for the conduct of Regular/Mobile Accreditation, PAS orientation / Inventory and accreditation campaign
	Plane Tickets	Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	93,235.00		93,235.00		Airtickets for the conduct of consultation workshop on Local Tourism Plan formulation, Tour packaging development
		Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	422,000.00		422,000.00		Airtickets for the attendance to National Travel and Trade Events and exhibits; sales mission;reception; familiarization tours; trade invitations
	Travelling expenses	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	100,000.00		100,000.00		Airtickets for the attendance to meetings, conferences, workshops
B. TRAININGS	Catering Services/ Meals	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	418,450.00		418,450.00		catering services for the conduct of Regular/Mobile Accreditation, PAS orientation / Inventory and accreditation campaign
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	604,280.00		604,280.00		catering services for the conduct of consultation workshop on Local Tourism Plan
													Formulation;Development/ Enhancement of Tourism Products;Capability building for product development/ enhancement for LGUs and stakeholders; Tour Packaging development
		Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	255,000.00		255,000.00		meals for the conduct of familiarization tours, national tourism week;trade invitations; reception

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	3 days in-house training	General Administrative Support & Services (GASS)	Small Value Procurement	January	January	January	January	January	GoP	249,650.00		249,650.00	payment for the logistics needed for the conduct of the training
	Seminar on Persons with Disability	General Administrative Support & Services (GASS)	Small Value Procurement	September	September	September	September	September	GoP	80,450.00		80,450.00	payment for the logistics needed for the conduct of the training
	Seminar-workshop on Work attitude and values enhancement/Attendance to trainings for professional developments	General Administrative Support & Services (GASS)	Small Value Procurement	December	December	December	December	December	GoP	187,950.00		187,950.00	payment for the logistics needed for the conduct of the training
C. SUPPLIES AND MATERIALS	Office Supplies	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	212,800.00		212,800.00	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs
		Planning Unit	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	191,282.50		191,282.50	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs
		Promotions and Marketing	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	23,500.00		23,500.00	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs
		General Administrative Support & Services (GASS)	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	120,000.00		120,000.00	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs
	Updating of Citizens Charter and Organizational Structure	General Administrative Support & Services (GASS)	Small Value Procurement	March	March	March	March	March	GoP	35,000.00		35,000.00	Printing of citizens charter
													Tokens for the VIP guests
D. OTHER SUPPLIES AND MATERIALS	Tokens/ giveaways	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	20,000.00		20,000.00	Tokens for resource persons
		Standards & Regulations (Accreditation Unit)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	6,600.00		6,600.00	Tokens for resource persons
		Planning Unit	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	3,000.00		3,000.00	Tokens/product display for exhibits
		Promotions and Marketing	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	52,500.00		52,500.00	Tokens/product display for exhibits
	Fuel, Oil and Lubricants	Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	40,000.00		40,000.00	For service vehicle
		Fuel, Oil and Lubricants for office vehicle, grasscutter & generator	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	25,000.00		25,000.00	For service vehicle, grasscutter and generator
E. FUEL, OIL, AND LUBRICANTS	Fuel, Oil	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	17,500.00		17,500.00	For service vehicle
	Water Supply	General Administrative Support & Services (GASS)	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	24,000.00		24,000.00	payment for water supply
	Supply and delivery of Drinking Water	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	6,000.00		6,000.00	payment of water consumption
	Electric/ Power Supply	General Administrative Support & Services (GASS)	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	320,000.00		320,000.00	payment of electric consumption
F. UTILITIES	Postage, Deliveries and Courier Services	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00		5,000.00	payment for postage/courier expense
	Telephone Expense	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	60,000.00		60,000.00	payment for telephone expense
G. COMMUNICATION													

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	Internet Service	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	53,950.00			53,950.00		payment for internet service
	Honorarium of resource speakers	Standards & Regulations (Accreditation Unit)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	32,400.00			32,400.00		payment of honoraria
H. PROFESSIONAL SERVICES	Booth Design Contractors for Regional Showcases	Planning Unit	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	86,400.00			86,400.00		payment of honoraria
I. SECURITY SERVICES	24 hours security services	Promotions and Marketing	Small Value Procurement	September	September	September	September	September	GoP	200,000.00			200,000.00		payment for booth designs/installations
		General Administrative Support & Services (GASS)	Small Value Procurement	January	January	January	January	January	GoP	500,000.00			500,000.00		payment for two (2) security personnel
J. LEGAL SERVICES	Legal Service for Contract/Notarial	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00			5,000.00		payment for notary service
K. GENERAL SERVICES	Plumbing services	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	10,000.00			10,000.00		payment for plumbing services
	Repair and Maintenance of RP Vehicle(Incl) > Parts and Accessories cleaning/repair/replacement	General Administrative Support & Services (GASS)	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	80,000.00			80,000.00		payment for repairs and maintenance
L. REPAIRS AND MAINTENANCE	Repair and Maintenance of Office Equipment	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	5,000.00			5,000.00		payment for repairs and maintenance
	Repairs and Maintenance of Furnitures and Fixtures	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	20,000.00			20,000.00		payment for repairs and maintenance
	Repairs and Maintenance of Office Building > Tile replacement and refurbishment	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GoP	80,000.00			80,000.00		payment for repairs and maintenance
	Fidelity Bond Premiums of Accountable Employees	General Administrative Support & Services (GASS)	Agency-to-Agency	October	October	October	October	October	GoP	40,000.00			40,000.00		payment of bonds
	GSIS Vehicle & Building Insurance	General Administrative Support & Services (GASS)	Agency-to-Agency	March	March	March	March	March	GoP	20,000.00			20,000.00		payment for vehicle & building insurance
	Licensing of office vehicle	General Administrative Support & Services (GASS)	Agency-to-Agency	March	March	March	March	March	GoP	5,000.00			5,000.00		payment for vehicle registration
N. ADVERTISING	Tarpaulin/ Banner/Streamer Printing	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	3,750.00			3,750.00		payment of tarpaulin printing
		General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00			5,000.00		payment of tarpaulin printing
	Printing of IEC materials	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	102,000.00			102,000.00		payment of printing of IEC materials
O. REPRESENTATION	Reception of office guests	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	77,000.00			77,000.00		payment of representation expense
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	Monthly	GoP	200,400.00			200,400.00		payment of van rental for the conduct of accreditation programs, projects and activities

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