

DEPARTMENT OF TOURISM, REGIONAL OFFICE NO. 02
ANNUAL PROCUREMENT PLAN 2021

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)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	139,500.00		139,500.00		Accommodation for the conduct of Regular/Mobile Accreditation; PAS orientation / Inventory and accreditation campaign
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	125,045.00		125,045.00		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	380,500.00		380,500.00		Accommodation for the attendance to National Travel and Trade Events and exhibits
	Plane Tickets	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	40,000.00		40,000.00		Airtickets for the conduct of Regular/Mobile Accreditation; PAS orientation / Inventory and accreditation campaign
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	110,800.00		110,800.00		Airtickets for the conduct of consultation workshop on Local Tourism Plan formulation; Tour packaging development
		General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	80,000.00		80,000.00		Airtickets for the attendance to meetings, conferences, workshops
		Promotions and Marketing	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	110,000.00		110,000.00		Airtickets for the attendance to National Travel and Trade Events and exhibits; sales mission;reception; familiarization tours; trade invitationals
	Travelling expenses	Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	41,400.00		41,400.00		Travelling expense 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
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	73,650.00		73,650.00		Travelling expense for the conduct of Regular/Mobile Accreditation; PAS orientation / Inventory and accreditation campaign
		General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	174,800.00		174,800.00		Travelling expense for the attendance to meetings, conferences, workshops



B. TRAININGS	Catering Services/ Meals	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	273,700.00	273,700.00	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	429,940.00	429,940.00	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
			General Administrative Support & Services (GASS)	Monthly	Monthly	Monthly	Monthly	GoP	75,000.00	75,000.00	meals for the conduct tar
			Promotions and Marketing	Quarterly	Quarterly	Quarterly	Quarterly	GoP	753,650.00	753,650.00	meals for the conduct of familiarization tours, national tourism week;trade invitationals; reception
C. SUPPLIES AND MATERIALS	Office Supplies	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	51,116.95	51,116.95	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	GoP	32,952.00	32,952.00	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	GoP	147,650.00	147,650.00	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	GoP	71,860.68	71,860.68	common office supplies for the day-to day operation of the unit and for the conduct of the different PAPs
D. OTHER SUPPLIES AND MATERIALS	Tokens/ giveaways	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	1,520.00	1,520.00	Tokens for resource persons
		Standards & Regulations (Accreditation Unit)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	2,568.00	2,568.00	Tokens for resource persons
		Planning Unit	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	1,000.00	1,000.00	Tokens for resource persons
		Promotions and Marketing	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	159,094.00	159,094.00	Tokens/product display for exhibits
	Helth and Safety Kit/Face mask/Face shield	Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	25,272.00	25,272.00	payment of other supplies for the implementation of projects, programs and activities
	Start-up Package	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	170,000.00	170,000.00	payment of other supplies for the implementation of projects, programs and activities
E. OFFICE EQUIPMENT	Office Equipment	Promotions and Marketing	Public Bidding	Monthly	Monthly	Monthly	Monthly	GoP	2,000,000.00	2,000,000.00	Office Equipments / IT Equipments
F. OFFICE VEHICLE	Vehicle with accessories	Promotions and Marketing	Public Bidding	Monthly	Monthly	Monthly	Monthly	GoP	3,000,000.00	3,000,000.00	Vehicle with car accessories
		Standards & Regulations (Accreditation Unit)	Public Bidding	Monthly	Monthly	Monthly	Monthly	GoP	1,065,000.00	1,065,000.00	Vehicle with car accessories
G. FUEL, OIL, AND LUBRICANTS	Fuel, Oil and Lubricants	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	26,400.00	26,400.00	For service vehicle
	Fuel, Oil and Lubricants for office vehicle, grasscutter & generator	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	72,000.00	72,000.00	For service vehicle, grasscutter and generator

	Fuel, Oil	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	10,000.00		10,000.00		For service vehicle
H. UTILITIES	Water Supply	General Administrative Support & Services (GASS)	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	GoP					payment for water supply
	Supply and delivery of Drinking Water	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	20,400.00		20,400.00		payment of water consumption
	Electric/ Power Supply	General Administrative Support & Services (GASS)	Agency-to-Agency	Monthly	Monthly	Monthly	Monthly	GoP	360,000.00		360,000.00		payment of electric consumption
I. COMMUNICATION	Cellcard	Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	46,000.00		46,000.00		payment of load allowance for the implementation of projects, programs and activities
		Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	4,500.00		4,500.00		payment of load allowance for the implementation of projects, programs and activities
	Postage, Deliveries and Courier Services	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	16,000.00		16,000.00		payment for postage/courier expense
	Telephone Expense	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	186,000.00		186,000.00		payment for telephone expense
	Internet Service	General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	128,040.00		128,040.00		payment for internet service
J. PROFESSIONAL SERVICES	Hiring of Job Order Personnel	Standards & Regulations (Accreditation Unit)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	270,488.64		270,488.64		payment of salary of job order personnel
		Planning Unit	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	403,300.00		403,300.00		payment of salary of job order personnel
	Honorarium	Promotions and Marketing	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	151,800.00		151,800.00		payment of honoraria for resource speaker for trainings
		General Administrative Support & Services (GASS)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	14,000.00		14,000.00		payment of honoraria for resource speaker for trainings
		Planning Unit (TISP)	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	86,400.00		86,400.00		payment for booth designs/installations
	Booth Design Contractors for Regional Showcases	Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	222,900.00		222,900.00		payment for booth designs/installations
K. SECURITY SERVICES	24 hours security services	General Administrative Support & Services (GASS)	Small Value Procurement	January	January	January	January	GoP	660,000.00		660,000.00		payment for two (2) security personnel
L. REPAIRS AND MAINTENANCE	Repair and Maintenance of RP Vehicle(incl) > Parts and Accessories cleaning/repair/replacement	General Administrative Support & Services (GASS)	Direct Contracting	Quarterly	Quarterly	Quarterly	Quarterly	GoP	26,200.00		26,200.00		payment for repairs and maintenance of office vehicle
	Repair and Maintenance of Office Equipment	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	48,000.00		48,000.00		payment for repairs and maintenance of office equipment
	Repairs and Maintenance of Furnitures and Fixtures	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	30,000.00		30,000.00		payment for repairs and maintenance of furnitures and fixtures
	Other General Services	General Administrative Support & Services (GASS)	Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	10,000.00		10,000.00		provision for other general services

M. TAXES, INSURANCE PREMIUMS AND OTHER FEES	GSIS Vehicle & Building Insurance	General Administrative Support & Services (GASS)	Agency-to-Agency	March	March	March	March	GoP	45,000.00		45,000.00		payment for vehicle & building insurance
	Licensing of office vehicle	General Administrative Support & Services (GASS)	Agency-to-Agency	March	March	March	March	GoP	3,000.00		3,000.00		payment for vehicle registration
N. ADVERTISING	Printing of IEC materials	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	81,500.00		81,500.00		payment of printing of IEC materials
	Participation fee in Exhibits	Promotions and Marketing	Direct Contracting	Monthly	Monthly	Monthly	Monthly	GoP	120,000.00		120,000.00		payment of participation fee in Exhibits
O. REPRESENTATION	Stipend	Promotions and Marketing	Direct Contracting		Monthly	Monthly	Monthly	GoP	20,000.00		20,000.00		payment of representation expense
P. RENT	Van Rental	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	75,000.00		75,000.00		payment of van rental for the conduct of accreditation programs, projects and activities
		Planning Unit	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	195,000.00		195,000.00		payment of van rental for the conduct of programs, projects and activities of the planning unit
		Promotions and Marketing	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	180,000.00		180,000.00		payment of van rental for the conduct of familiarization tours, participation to local events, receptions among others
	Boat Ride Rental (Package)	Standards & Regulations (Accreditation Unit)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00		5,000.00		payment of boat rental for the conduct of accreditation programs, projects and activities
Q. SUBSCRIPTION EXPENSES	Newspaper subscription	General Administrative Support & Services (GASS)	Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	24,000.00		24,000.00		Payment of subscription expense
									13,076,947.27		7,011,947.27		6,065,000.00

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