

NAME OF AGENCY: DEPARTMENT OF TOURISM - REGION IV-A (CALABARZON)

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 PROGRAMS/PROJECT)
				ADS/POST OF IB/REI	SUB/OPEN OF BIDS	NOTICE OF AWARD	CONTRACT SIGNING			TOTAL	MOOE	CO	
	A. TOURISM POLICY FORMULATION AND PLANNING												
	*Review and endorsement of Comprehensive Land Use Plans (CLUPs) of respective Local Government Units (LGUs)	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	100,000.00	✓		To strengthen the partnership with respective cities and municipalities in their initiative to push from inclusive and sustainable tourism development.
	*Assessment and Endorsement of Foreshore Lease Area (FLA) Applications, Miscellaneous Lease Applications (MLA)	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	150,000.00	✓		To strengthen the partnership with the private sector to ensure fair management and development of coastal establishment.
	* Congressional Assistance to tourism development projects and programs	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	50,000.00	✓		To strengthen the partnership with respective district representatives in their initiatives to push forth inclusive and sustainable tourism development.
	* Inspection, Assessment and Evaluation of proposed infrastructure under TIEZA	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	100,000.00	✓		To strengthen the partnership with respective cities and municipalities in their initiative to push from inclusive and sustainable tourism development.

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	* Review, Comment and Support to House Bills	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	20,000.00	✓		The support will push forth the inclusive and sustainable tourism development.
	* Conduct Rapid Site Assessment	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	30,000.00	✓		To strengthen the partnership with respective cities and municipalities in their initiative to push from inclusive and sustainable tourism development.
	* Development of the Real, Infanta and General Nakar (REINA) Cluster Tourism Master Plan	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	50,000.00	✓		Through this partnership with NEDA, Region IV A effectively managed all activities, workshops and inspections that led to the development of the REINA Tourism Master Plan.
	* Roll-out of the Local Tourism Development Plan (LTDP) Guidebook to cities and municipalities with tourism as major activity	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	100,000.00	✓		To strengthen the partnership with respective cities and municipalities in their initiative to push from inclusive and sustainable tourism development.
	* Development and Finalization of the Regional Farm Tourism Strategic Development Plan (Action Plan)	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	340,000.00	✓		To push forth the efforts for the farm tourism in the region.



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	* Basic Tourism Statistics Training	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	120,000.00	✓		To strengthen the partnership and relationship between LGUs, PTOs, Regional Office and Private Sector. Also to improve the data collection of LGUs.
	* Advance Tourism Statistics Training	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	150,000.00	✓		To strengthen the partnership and relationship between LGUs, PTOs, Regional Office and Private Sector. Also to improve the data collection of LGUs.
	* Tourism Enterprise Forum	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	90,000.00	✓		To strengthen the partnership and relationship between LGUs, PTOs, Regional Office and Private Sector. Also to improve the data collection of LGUs.
	* Local tourism Development Plan	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	100,000.00	✓		To help LGUs and Provinces in the formulation of their Tourism Development Plans. It is one of the key requirements identified by the National Government for Tourism development proposals relative to infrastructure and tourism road networks.

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	<b>B. TOURISM INDUSTRY PROGRAM</b>											
	* Water Safety and Basic First Aid	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	351,000.00	✓		To develop the regional stakeholders knowledge and skills in providing safety measures for
	* Seminar for Tourist Drivers as Tourism Frontliners	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	138,200.00	✓		To empower tourism industry workers to provide quality service
	* Filipino Brand Of Service	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	66,100.00	✓		To empower tourism industry workers to provide quality service
	* Refresher Course for Tour Guides	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	298,000.00	✓		To empower tourism industry workers to provide quality service
	* Basic Inn Keeping Training and Workshop (Basic Homestay) Standard First Aid and BLS-CPR	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	193,800.00	✓		To develop, promote emerging destinations in the region
	* Cultural Tour Guiding Seminar	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	362,400.00	✓		To empower tourism industry workers to provide quality service
	*Course on Front Office Operations	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	235,000.00	✓		To empower tourism industry workers to provide quality service
	*Tour Package Development and Delivery Seminar	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	50,200.00	✓		To empower tourism industry workers to provide quality service



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	* Tourism C.O.A.T.S and Safety and Security Seminar	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	166,000.00	✓		To develop the regional stakeholders knowledge and skills in providing safety measures for
	*Course on Housekeeping	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	258,800.00	✓		To empower tourism industry workers to provide quality service
	*Touris Resception and Guiding Techniques	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	173,700.00	✓		To empower tourism industry workers to provide quality service
	* Seminar on Handling Persons with Disabilities (PWDs) for Tourism Frontliners	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	76,675.00	✓		To empower tourism frontliners in providing quality service to PWDs
	* Child Safe Tourism Training Workshop	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	102,400.00	✓		To empower tourism industry workers to on child safe tourism
	*Tourism Awareness and Capability Building Seminar fro LGUs	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	130,000.00	✓		To empower tourism industry workers to provide quality service
	*Seminar on Disaster Risk Reduction and Management	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	150,000.00	✓		To develop the regional stakeholders knowledge and skills in providing safety measures for
	*Infographics for TTAs of CALABARZON	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	219,335.00	✓		To empower tourism industry workers to provide quality service

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	* Understanding Muslim Travellers Halal Orientation	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	120,000.00	✓		To develop the regional stakeholders knowledge and skills in providing Halal quality services
	* Fun Farms Product Development Tour Guiding and Effective Customer Service Training	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	158,800.00	✓		To empower tourism industry workers to provide quality service
	* Learning Needs Assessment	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	180,000.00	✓		To know the needs of the partners for enhancement and knowledge enrichment.
	* Orientation on Sustainable Tourism	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	80,200.00	✓		To empower tourism industry workers to provide quality service
	<b>C. TOURISM STANDARDS DEVELOPMENT AND REGULATION</b>											
	* DOT Accreditation and PAS for Primary Enterprises (Orientation and DOT Express Accreditation) CALABARZON provinces	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	450,000.00	✓		To raise standards for tourism services; To assist tourism enterprises to meet the standards requirements; and to facilitate processing of
	* Seminar for Tourist Drivers as Tourism Frontliners	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP	100,000.00			To empower tourism industry workers to provide quality service



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	* Conduct of monitoring of primary tourism enterprises	STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	100,000.00			To monitor the compliance of DOT accredited primary tourism enterprises
	* Conduct of inspection to accredited tourism enterprises	STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	100,000.00			To ensure the prescribed timeline for application and processing of applications for
	<b>D. MARKET AND PRODUCT DEVELOPMENT</b>												
	* Participation to ASEAN, Middle East and European Travel Fairs and Sales Missions	IGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	1,000,000.00	✓		To promote CALABARZON Region as the preferred tourist destination of the Asian, Arabic and European
	* Participation to National Travel Fair or Trade Expo	IGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	1,900,000.00	✓		To promote CALABARZON region as the preferred tourist destination in the country
	* Halal Development/Farm- Eco-Adventure Development/Intra-Region Circuit Development/Community-based tourism product development/Cruise Tourism Development/MICE	IGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)						GOP	1,200,000.00	✓		To develop product portfolio which are environmentally friendly and sustainable livelihood for local communities



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	* Branding and PR ; Support to local festivals Support to Pos and NGOs Familiarization Tours Media and Travel Trade Promotions Conduct of Regional Events	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP		✓		To market the regional brand and maintain its positive image as a national leader in tourist arrivals
	* IEC Development Production and dissemination of IEC Materials Production and dissemination of collaterals and corporate tokens Development of AVP Development of collaterals for emerging destinations	LGU / STAKEHOLDERS	Small Value Procurement (Sec. 53.9)					GOP		✓		To provide relevant, timely and updated tourism information about the region for foreign and local market
	<b>E. GAAS Operationalization of Regional Office</b>			**** Whenever the needs arises ****					15,160.00	✓		Supplies, Materials and Operational Expenses of DOT Region IV A
	* Travelling Expenses Local/Foreign	DOT IV A Employees	Small Value Procurement (Sec. 53.9)					GOP		✓		
	* Training and Scholarship Expenses	DOT IV A Employees	Small Value Procurement (Sec. 53.9)					GOP		✓		
	* Supplies and Materials Expenses	DOT IV A Employees	Small Value Procurement (Sec. 53.9)					GOP		✓		
	* Semi-Expandable Machinery and Equipment Expenses	DOT IV A Employees	Negotiated Procurement (Agency- Agency / PS- DBM)					GOP		✓		
	* Semi-Expandable Furniture, Fixtures and Books Expenses	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		



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	* Utility Expenses	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*Communication Services	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*Awards, Rewards and Prizes	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	* Extraordinary and Miscellaneous	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*Professional Services	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*General Services	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*Repairs and Maintenance	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*Financial Assistance/Subsidies	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		
	*Taxes, Insurances Premium and Other Fees	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		

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	*Other Maintenance and Operational Expenses	DOT IV A Employees	Small Value Procurement (Sec. 53.9) / Shopping					GOP		✓		

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