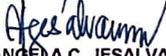


Department of Tourism Regional Office 5 Annual Procurement Plan for FY 2021

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI (RFQ)	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GAS, TDP, IT MPD & SDRAM	Procurement of Common Office and Other Supplier	All Divisions	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	1,015,000.00	1,015,000.00	0	Supplies to be procured quarterly or as the need arises. Common Office Supplies to be procured from DBM-PS as much as possible if available.
GAS, TDP, IT MPD & SDRAM	Procurement of Fuel, Oil and Lubricants	All Divisions	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	137,000.00	137,000.00	0	Fuel and Oil for DOT V service vehicles
MPD	Procurement of Promotional and Marketing Collaterals	Marketing Division	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	400,000.00	400,000.00	0	Promotional collaterals used during regional/national events
MPD	Procurement of Services of Digital Marketing Team	Marketing Division	No	Competitive Bidding	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	2,711,400.00	2,711,400.00	0	includes Marketing Team, Content Creation, Digital Assets Management, Basic Market Research, Logistics *Website Hosting Subscription *Media Relation *Digital LeaderShift Levels 1-2 (1 run) Digital LeaderShift Level 3 (2 runs)
GAS, TDP, IT MPD & SDRAM	Rental of Venue and Catering Services	All Divisions	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	700,000.00	700,000.00	0	Provision of Meals during the conduct of meetings, seminars/Webinars, conferences, etc.
GAS, TDP, IT MPD & SDRAM	Hiring of Job Order Employees	All Divisions	NO	Direct Contracting			5-7 days upon evaluation of application and background investigation	5-7 days upon release of results of applications	GoP	2,679,483.18	2,679,483.18	0	Hiring of support staff assigned accordingly to the different divisions/units of the office
GAS, TDP, IT MPD & SDRAM	Rental of Motor Vehicles and other equipments	All Divisions	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	500,000.00	500,000.00	0	Rental of vehicles for the conduct of site assessments, accreditation, and as service
GAS	Procurement of Security Services	Administrative Division	NO	Competitive Bidding	7-10 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	526,491.36	526,491.36	0	Security services for the DOT ROV Office
MPD	Tourism Circuit Development	Marketing Division	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	4,696,050.00	4,696,050.00	0	Enhancement of existing offerings by exploring destinations/sites, facilities and activities to identify new products that will provide freshly new, unique experience and safe travel under a recalibrated tourism circuit.
MPD	Repair of DOT V Building	All Divisions	NO	Competitive Bidding	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	1,000,000.00	-	1,000,000.00	Repair and maintenance of Office building which was destroyed by several typhoons in the past years

MPD	Acquisition of Motor Vehicle	Marketing Division	NO	Competitive Bidding	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	3,000,000.00	-	3,000,000.00	Service Vehicle of DOT Region V intended to be used during the conduct of Marketing-related activities
MPD	Acquisition of Office Equipment	Marketing Division	NO	Competitive Bidding	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	1,000,000.00	-	1,000,000.00	For digital media promotions/advertising, Replacement of defective office equipment
GAS, TDP, IT MPD & SDRAME	Subscription to online learning platforms including the purchase of online/electronic storage (i.e. zoom, google meet, google drive, etc.)	All Divisions	NO	Direct Contracting	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	200,000.00	200,000.00	0	For the conduct of webinars/online trainings, and purchase of electronic storage for files of the office
TDP	Database Development	Planning Division	NO	NP-53.7 Highly Technical Consultants	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	50,000.00	50,000.00	0	Database Development for Statistical collection/Surveys
GAS, TDP, IT MPD & SDRAME	Hotel Room Accommodations	All Divisions	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	600,000.00	600,000.00	0	Room accommodation of guests, facilitators, and resource persons for seminars/webinars, conferences, trainings, etc.
MPD	Space/Booth/Pavillion rental	Marketing Division	NO	Direct Contracting	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	300,000.00	300,000.00	0	Space rental during travel fairs and sales missions (supplier to be chosen by the event organizer)
MPD	Booth layout/Designs, including installation and dismantling and other amenities	Marketing Division	NO	Direct Contracting	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	426,000.00	426,000.00	0	For travel fairs and sales missions and other promotional events/activities (supplier to be chosen by the event organizer)
SDRAME	Acquisition of Motor Vehicle	Standards Division	NO	Competitive Bidding	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	1,065,000.00	-	1,065,000.00	Service Vehicle of DOT Region V intended to be used during the conduct of Accreditation-related activities
SDRAME	Production of IEC Materials for DOT Accredited Enterprises	Standards Division	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	434,437.28	434,437.28	-	Production of IEC materials on the minimum health and safety standards against COVID19 for the New Normal for accredited TEs
MPD	Procurement of Audio Video and Photography Services for the Culinary Tourism Documentary	Marketing Division	NO	NP-53.9 - Small Value Procurement	3-7 days upon receipt of IB/REI (RFQ)	2-3 days upon receipt of bids	2-3 days upon evaluation of bids	2-3 days upon notice of award	GoP	300,000.00	300,000.00	0	Presentation of new food products and cuisines and enhancement of existing ones for the development of Culinary Tourism Circuits highlighting the flavorful and unique gastronomic delights of Bicol.

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