

**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	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOQE	CO	
GAS, TDP, IT MPD & SDRAME	Procurement of Common Office and Other Supplier	All Divisions	YES	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 & SDRAME	Procurement of Fuel, Oil and Lubricants	All Divisions	YES	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	YES	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	550,000.00	550,000.00	0	Promotional collaterals used during regional/national events
GAS, TDP, IT MPD & SDRAME	Rental of Venue and Catering Services	All Divisions	YES	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 & SDRAME	Hiring of Job Order Employees	All Divisions	YES	Direct Contracting			5-7 days upon evaluation of application and background investigation	5-7 days upon release of results of applications	GoP	1,400,000.00	1,400,000.00	0	Hiring of support staff assigned accordingly to the different divisions/units of the office
GAS, TDP, IT MPD & SDRAME	Rental of Motor Vehicles and other equipments	All Divisions	YES	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	YES	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	Procurement of Services for the Maintenance of the DOT Website	Marketing Division	YES	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	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	800,000.00	800,000.00	0	For the maintenance and continuous improvement of the DOT 5 website
MPD	Procurement of services of a Content Writer	Marketing Division	YES	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	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	For digital media promotions/advertising
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	YES	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	YES	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	YES	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	YES	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	400,000.00	400,000.00	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	YES	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 travel fairs and sales missions and other promotional events/activities (supplier to be chosen by the event organizer)
MPD	Rental of Lights and Sounds	Marketing Division	YES	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	100,000.00	100,000.00	0	Lights and Sounds including its installation at the event venue

TDP	Procurement of Consultancy Services	Planning Division	YES	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	200,000.00	200,000.00	0	Consultancy Services for the updating of the Tourism Development Area Plan/Regional Tourism Development Plan
MPD	Procurement of Exciting Bicol Tourism Information Kiosk	Marketing Division	Yes	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	Part of IEC Initiatives of the Office
GAS, TDP, IT MPD & SDRAME	Procurement of Audio Video and Photography Services	All Divisions	YES	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	200,000.00	200,000.00	0	Audio Video/Photography services during the conduct of events/activities

Prepared By:

  
**ANGELA C. JESALVA**  
 Supply and Property Officer Designate

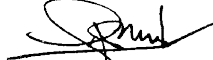
Reviewed by:

  
**MARIA SALEE O. MORA**  
 BAC Chairman

Certified Funds Available

  
**CRISTIAN A. SIATON**  
 Accountant II

Approved by:

  
**FE R. BUELA**  
 OIC-Regional Director