

Department of Tourism Regional Office 5 Annual Procurement Plan for FY 2022

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
GAS, TDP, IT MPD & SDRAME	Procurement of Common Office and Other Supplies	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	1,291,067.05	1,291,067.05	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	167,000.00	167,000.00	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	614,593.76	614,593.76	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	Procurement of Airline Tickets	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	300,000.00	300,000.00	0	Tickets of Staff during official National and International events to be participated by the office
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 approval of request for hiring from Central Office	GoP	2,869,394.88	2,869,394.88	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	530,000.00	530,000.00	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	839,600.00	839,600.00	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	230,000.00	230,000.00	0	For the conduct of webinars/online trainings, and purchase of electronic storage for files of the office
MPD	Database Development and Maintenance	Marketing 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	240,000.00	240,000.00	0	To update and maintain database of tourism products, operators and stakeholders for local and international partners/planning and marketing purposes;
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	500,000.00	500,000.00	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	300,000.00	300,000.00	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	200,000.00	200,000.00	0	Lights and Sounds including its installation at the event venue
TDP	Procurement of services of technical person who shall prepare the Bicol Tourism Point Map	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	45,000.00	45,000.00	0	Preparation of Bicol Tourism Point Map
SDRAME	Procurement of IEC materials on the minimum health and safety standards against COVID-19 for the New Normal for accredited Tes	Standards and Regulations 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	434,776.94	434,776.94	0	IEC Materials on the minimum health and safety standards against COVID-19 for DOT-Accredited Tes

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