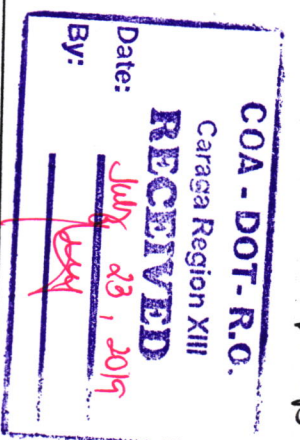


DOT 495

Republic of the Philippines
DEPARTMENT OF TOURISM
Regional Office No. XIII - Caraga
Butuan City

CY 2019 Annual Procurement Plan



Code (PAP)	Program / Activity / Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php) MOOE	Remarks
				Pre-Proc Conf.	Advs/Post of ITB	Pre-bid Conf.	Sub/Open of Bids	Bid Evaluation		
	TOURISM DEVELOPMENT PLANNING									
	Coordination Meetings in the Formulation of Tourism Development Plan and Local Tourism Planning Meals- 400/pax x 2 pax X 7 days Accommodation-800/room X 5 days Van Rental- 5000/day X 2 days	DOT/GU	Small Value Procurement			Jan. - Dec. 2019			Gop	Technical assistance to LGUs on the key elements involved on the crafting/formulating their respective Tourism Development Plans to ensure adherence to National Policies and Programs
	Workshop on the Automated TRIPPC Form under the DOT DPWH Convergence Program Meals- 650/pax X 35	DOT/GU	Small Value Procurement			Feb. 11-12, 2019 and November 22, 2019			Gop	19,600.00
	DOT DPWH Consultation Meeting/Workshop Meals- 700/pax X 60 pax Other Supplies & Materials/Tokens- 500 X 20 pax	DOT/GU	Small Value Procurement			Jan. 15, 2018 and October 18, 2019			Gop	22,750.00
	Site Validation of DOT Projects (Tourism Road Infrastructure Projects & Tiez) Meals- 720/pax X 10 pax Accommodation- 2,500/room X 4 rooms X 2 nights Van Hire- 5,000/day X 3 days	DOT/GU	Small Value Procurement			Jan. 28-29, 2019 and Oct. 18, 2019			Gop	52,000.00
	Coaching on Tourism Statistics Data Gathering and Reporting Meals/2 snacks and lunch for 2 days- 660/pax X 40 pax Dinner- 40 pax X 300 Accommodation- 18 rooms X 3,000/night Travel- 2 pc @ 1300	DOT/GU	Small Value Procurement			May 20, 2019			Gop	42,200.00
	Visitor Survey (Advanced Tourism Statistics Training Phase I) Enumerators- 10 X 6000	DOT/GU	Small Value Procurement			March 18-24, 2018 and June 2-9, 2019			Gop	120,100.00
										60,000.00
										To orient participants on the basic knowledge of gathering and recording data in DOT prescribed forms and in understanding the significance of using statistics as a tool in tourism development planning

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<p>Caraga Tourism Summit</p> <p>Meals(pre)- 12 pax X 200/pax</p> <p>Meals(assembly proper) 2 am/pm snacks, 2 lunch and 1</p> <p>Fellowship Dinner- 1,650/pax X 38 pax</p> <p>Meals(Fellowship Dinner)- 350/pax X 33 pax</p> <p>Meals(cadets)- 250/pax X 15 pax</p> <p>Meals(VIPs arrival) - 350/pax X 10 pax</p> <p>Accommodation- 2,500/room X 6 rooms X 3 nights</p> <p>VIPs 3,500/room X 2 rooms X 1 night</p> <p>Plane Fare- 10,000/pax X 5 pax</p> <p>Honorarium- 3,000/pax X 6 speakers</p> <p>Performers- 7,500</p> <p>Band- 2,000</p> <p>Other Supplies/Tokens - 500/pax X 4 pax</p> <p>1,000/pax X 2 pax</p> <p>T-shirts- 170/pc X 100 pcs</p> <p>Plaques- 7 pcs X 1,000</p> <p>Tarpaulins- 3 X 1,500</p>	DOT/LGU	Small Value Procurement	Feb. 21-22,2019	GoP	245,900.00	Conduct of Caraga Anniversary Celebration.To create more linkages and strengthened partnerships for more meaningful tourism initiatives for the region thru understanding the dynamics of tourism development.
<p>Caraga Culinary Live Show Competition</p> <p>Prizes-all categories- 79,500</p> <p>Meals-snacks 50/pax X 50 pax X 5</p> <p>dinner- 160/pax X 50 pax X 2</p> <p>lunch- 160/pax X 50 pax X 2</p>	DOT/LGU	Small Value Procurement	February 25-27,2019	GoP	124,000.00	Conduct of Caraga Anniversary Celebration.To create more linkages and strengthened partnerships for more meaningful tourism initiatives for the region thru understanding the dynamics of tourism development.
<p>Makakalikasan Turismo Coastal Cleanup</p> <p>Accommodation- 3,000/room X 3 rooms X 2 nights</p> <p>Meals(lunch & dinner)=500/day X 15 pax X 2 days</p> <p>Van Hire- 1 unit van X 6,000/day X 2 days</p> <p>Van Hire- Airport Pickup- 1 van X 5,000 X 1 day</p> <p>Tarpaulin (3 x 4) - 500</p> <p>Tarpaulin (6 x 12) - 900</p> <p>Tokens- 500 X 1 pax</p>	DOT/LGU	Small Value Procurement	January 11,2019	GoP	51,900.00	To advance tourism-related advocacies for tourism development efforts for sustainability
<p>Gender Sensitivity Trainings for tourism stakeholders</p> <p>Accommodation- 10 rooms X 2,500 X 1 night</p> <p>Meals- 30 pax X 650 X 2 days</p>		Small Value Procurement	May 21-21, 2018	GoP	64,000.00	
<p>Conduct of Orange your Icon</p> <p>Led Lights Rental- 40,000</p> <p>Vinyl Screen Projector- 7,000</p> <p>Accommodation- 4 rooms X 3,000 X2 nights</p> <p>Meals(lunch and dinner)- 8 pax X 500 X 2 days</p> <p>Meals(participants)- 100 pax X 300</p> <p>Stage Decoration and Set-up- 7,000</p> <p>Tarpaulin- 6.5 X 2.75 X 2- 1,001.04</p> <p>Tarpaulin- 6 X 12- 1,200</p>		Small Value Procurement	November 25- December 12, 2019		118,201.04	
<p>Harmonized Gender and Development Guidelines Seminar/Workshop</p> <p>Meals- 660/pax X 25 pax X 2 days</p>		Small Value Procurement	June 26-27,2019		33,000.00	
<p>Annual Year-End Performance Review</p> <p>Meals(PM)- 18 pax X 180</p> <p>Meals(dinner)- 90 pax X 300</p> <p>Accommodation- 20 rms X 2,500</p> <p>Tokens (for Tos and Tourism Stakeholders' Presidents)- 18 pcs X 300</p>		Small Value Procurement	December 9,2019		85,640.00	

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Regional Sustainable Tourism development Forum Meals- 60 pax X 500 Tokens- 3 pax X 500 Drift Shirts with Print- 60 pax X 220				March 2019		44,700.00	
INDUSTRY TRAINING							
Festival Management Training Meals- 350/pax X 30 pax X 4 days Accommodation- 3,000/room X 4 days Honorarium- 8,400/day X 4 days	SDN/A.DN	Small Value Procurement	1st Week of February & 4th week of October	GoP		87,600.00	To better understand the importance of Culture in Filipino Festivals
TOPCOP (Tourist-Oriented Police for Community Order and Protection) Training Seminar Meals- 350/pax X 30 pax X 4 days Accommodation- 3,000/room X 4 days Honorarium- 8,400/day X 4 days	SDN/A.DN	Small Value Procurement	1st week of March & 3rd week of August	GoP		87,600.00	To inculcate the value of establishing and creating a secure environment for our tourists in Caraga
Frontline Services Training for Drivers Meals- 350/pax X 30 pax X 2 days Accommodation- 3,000/room X 2 days Honorarium- 8,400/day X 2 days	SDN	Small Value Procurement	1st week of August	GoP		43,800.00	To improve tourism basic skills of drivers to gain more confidence and motivation
Tourism Awareness & Capability Building Seminar for LGUs Meals- 350/pax X 30 pax X 2 days Accommodation- 3,000/room X 2 days Honorarium- 8,400/day X 2 days	SDN	Small Value Procurement	4th week of May	GoP		43,800.00	To promote tourism awareness among tourism officers in the region and equip them with the knowledge relating to tourism planning, promotions, standards and regulations and other tourism laws in their respective jurisdiction; and to enhance the capability of LGUs to monitor and administer tourism activities.
Basic Tourist Reception & Tour Guiding Techniques Training Meals- 350/pax X 30 pax X 3 days Accommodation- 3,000/room X 3 days Honorarium- 8,400/day X 3 days	SDN	Small Value Procurement	3rd week of March	GoP		65,700.00	To instill in the participants the importance of the role of tourist receptionists and to professionalize the provision of basic guiding services to tourists.
Food Handling and Sanitation Awareness-Siargao Meals- 350/pax X 30 pax X 4 days Accommodation- 3,000/room X 4 days Honorarium- 8,400/day X 4 days	SDN/A.DN	Small Value Procurement	1st week of May & 2nd week of August	GoP		87,600.00	To train tourism stakeholders on proper Food handling and sanitation
Homestay Training Meals- 350/pax X 30 pax X 4 days Accommodation- 3,000/room X 4 days Honorarium- 8,400/day X 4 days	SDN/A.DN	Small Value Procurement	2nd week of March & 2nd week of June	GoP		87,600.00	To impart a practical knowledge to resident owners/hosts of the basic innkeeping concepts; and To make the participants aware of the importance of the Homestay Program in small communities with high tourism potential
Food & Beverage Skills Training - Siargao Meals- 350/pax X 30 pax X 4 days Accommodation- 3,000/room X 4 days Honorarium- 8,400/day X 4 days	SDN/A.DN	Direct Contracting	3rd week of May & 2nd week of November	GoP		87,600.00	To equip participants with fundamental knowledge and attitudes congruent to acceptable standards in F&B service; To upgrade waitering and bartending skills to international level; and To develop customer handling skills of the participants which is important in projecting a professional image.
Cultural Tourism Development Meals- 350/pax X 30 pax X 4 days Accommodation- 3,000/room X 4 days Honorarium- 8,400/day X 4 days	SDN/A.DN	Small Value Procurement	2nd week of April & 1st week of October	GoP		87,600.00	To help LGUs and host community members develop cultural tours of their respective areas thru tour product development. To contribute preservation and promotion of heritage tourism among Filipinos.

Disaster Risk Reduction and Management Training Meals- 700/pax X 35 pax X 2 days dinner- 11 pax X 250/pax X 2 nights Accommodation- 1,600/room X 4 rooms Tokens for Speaker- 500/speaker X 3 speaker	DOT XIII	Small Value Procurement	Jan. 15-16,2018	GoP	62,400.00	To build the employees' capability on mitigating disaster risk, preparing for disaster, responding to emergency situations and ensuring continuity of government services during crisis.
Clean-Up Siargao Advocacy Other Supplies/T-shirts- 210/pc X 200 pcs. Snacks for PNP- 50 pax @ 50/pax	SDN	Small Value Procurement	Jan. 11-12,2018	GoP	44,500.00	To promote Siargao Island as an environmentally conscious on cleanliness and on solid waste management.
Market and Product Development	3,277,582.05					
Caraga Culinary Live Show Competition Transportation- plane and bus fare for judges- 13,000 Honorarium- 5,000/judge X 6 pax Medals- 100/pc X 63 pcs Plaques- 800/pc X 12 pcs Trophy- 2,500 X 1 pc. Event Tshirt- 200/pc X 100 pcs. Venue Rental including sound system, tables and chairs and LCD projector)- 35,000		Small Value Procurement	February 25-27,2019	GoP	115,400.00	
Support to Araw ng Loreto Trophies and Plaques- 2 pc X 2000/pc Drift Tshirts- 25 pcs X 200/pc	DOT/PDI	Small Value Procurement	Sept. 2019	GoP	9,000.00	
Support to Bai Kahimunan Crown- 1pc X 10,000		Small Value Procurement	Jan 1,2019	GoP	10,000.00	
Support to Balanghay Festival T-shirt w/ print- 40 pcs. @ 200 each		Small Value Procurement	May 19, 2019	GoP	8,000.00	
Support to Bugkosen sa Isla Festival Trophies- 2 pcs @ 1,500 each Tarpaulin- 4 @ 500 each		Small Value Procurement	October 2019	GoP	5,000.00	
Support to Dinagat Island Triathlon Challenge Tarpaulin- 8 @ 500 each Plaques & Trophies- 2 pcs @ 1,500 each		Small Value Procurement	May 2019	GoP	7,000.00	
Surigao International Dragon Boat Summer Festival Drift shirt with print- 200 pcs @ 200		Small Value Procurement	May 2019	GoP	40,000.00	
Lanuza Surfing Trophies- 2 pcs @ 1,500 each Tarpaulin- 4 @ 500 each		Small Value Procurement	November 2019	GoP	5,000.00	
Siargao International Marathon Van Hire- 5,000/day @ 3 days Meals- 800/pax X 5 pax X 3 days Accommodation- 4,000 X 3 rooms X 2 nights Dri-fit Tshirt- 250/pc X 100 pcs		Small Value Procurement	July 2019	GoP	75,000.00	
Philippine Harvest Plane Fare- 8,000/pax X 3 pax Accommodation- 4,500/room X 1 room X 3 night Meals- 250/pax X 3 pax X 6 meals		Small Value Procurement	October 2019	GoP	42,000.00	

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Siargao International Surfing Cup Plane Fare- 15,000/pax X 2 pax Van Hire- 5,000/van X 2 van X 3 days Meals- 800/pax X 10 pax X 3 days Accommodation- 4,500/pax X 5 rooms X 3 nights Tarpaulin Printing- 600 X 1		Small Value Procurement	September 2019	GoP	152,100.00	
World Travel Mart Accommodation- 12,000/room X 1 room X 7 nights Meals- 700 X 3 meals X 7 days Plane Fare- local 1 X 15,000 International 1 X 100,000 Giveaways- 100 pcs X 150 Tokens- 20 pcs X 500 Collateral Printing- 1,500 X P 30		Small Value Procurement	November 2019	GoP	273,700.00	
Tourism Showroom Booth Dress Up, Concept and Manpower- 250,000 Accommodation- 6,000/room X 3 rooms X 7 nights Performers- 500 X 3 days X 20 pax Brochure Rack- 1,500 Additional Tables- 2,500 LCD/LED TV- 4,000 X 3 days Meals- 400/pax X 40 pax X 3 days X 7 days Snacks- 200/pax X 40 pax X 2 X 7 days Meals-ingress/egress- 250/pax X 20 pax X 2 nights Labor- 500/pax X 5 pax X 4 days Meals(pika pika)- 680 pcs X 100/pc Porter Fee- 300 X 2 pax X 2 Plane Fare- 10000/pax X 15 pax Transportation- 5,000 X 5 days X 2 Freight and Handling- 17,000 X 2 Giveaways- 250/pc X 200 pcs Tokens for VIP- 500/pax X 50 pax Free Taste- 1,400/pc X 50/pc Collateral Printing- 3,500 X 20/pc		Small Value Procurement		GoP	1,408,200.00	
TPB Regional Pocker Fair Accommodation- 2,500 X 5 days Meals- 250/pax X 1 X 3 meals X 5 days Labor- 150 Plane Fare- 8,000 X 1 pax Transportation- 1,500 Giveaways- 1,000 Token for VIP- 200/pc X 15 pcs		Small Value Procurement	Aug-19	GoP	29,900.00	
Support to Dunggo Festival Plaques- 800/pc X 5 Tarpaulins- 500/pc X 4		Small Value Procurement	Sept. 2019	GoP	6,000.00	
Philippine Travel Mart (PTM) Accommodation- 4,500/room X 1 room X 5 nights Meals- 300/pax X 3 pax X 2 meals X 5 days Labor- 500 X 1 pax X 2 days Porter Fee- 300 X 2 pax Transportation- 1,000 X 4 days Giveaways- 50/pc X 100 Tokens for VIP- 500 X 20 pax Collateral Printing- 1,500 pcs X 20/pc Meals(dinner w/ Private Sector & TOs)- 30 pax X 500 Plane Fare- 8000 X 3 pax		Small Value Procurement	Sept. 2019	GoP	121,100.00	

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Familiarization Tour Boat Fare- 3,000 X 10 days Fees- 20,000 Meals- 500/pax X 100 pax Van Rental= 5,000 X 8 days		Small Value Procurement	Jan- December 2019	GoP	140,000.00	
Siargao International Gamefishing Tournament Van Hire- 5,000/day @ 3 days Meals- 800/pax X 5 pax X 3 days Accommodation- 4,000 X 3 rooms X 2 nights		Small Value Procurement	April 2019	GoP	51,000.00	
Production of Collateral Materials Brochures- 5000 X 10/pc Leis- 100 X 180/pc Manobo Dolls- 20 X 800/pc		Small Value Procurement	January - December 2019	GoP	84,000.00	
Eco Sports Festival in Tandag Tshirts- 50 pcs X 200/pc		Small Value Procurement	May 2019	GoP	10,000.00	
Media Coverage Van Hire- 6,000/day x 5 days Meals- 800/pax X 10 pax X 5 days Accommodation- 3,500 X 2 rooms X 5 nights		Small Value Procurement	January - December 2019	GoP	105,000.00	
Kahimunan Festival Plaques- 2,000 X 6 pcs		Small Value Procurement	January 13-20, 2019	GoP	12,000.00	
Kaliguan Festival Tshirts- 50 pcs X 200/pc		Small Value Procurement	June 2019	GoP	10,000.00	
STANDARDS DEVELOPMENT AND ENFORCEMENT PROGRAM						
Accreditation Campaigns (Education Information Campaign)- Coordination Meeting, Orientation and Promomaterials Meals- 850/pax X 4 pax X 10 days Accommodation- 2,500/room X 8 days T-shirt Promo Materials- 200 X 200/pc Van Hire- 5,000/day X 3 days	CARAGA WIDE	NP- Small Value	January to December 2019	GoP	109,000.00	To promote and encourage TREs to pursue DOT accreditation
TREs Inspection Meals- 850/pax X 2 pax X 38 days Accommodation- 2,500/room X 20 nights Van Hire- 5,000/day X 6 days	CARAGA WIDE	NP- Small Value	January to December 2019	GoP	144,600.00	To inspect primary and secondary tourism enterprises to further ensure compliance with the standards set by the tourism industry.
Monitoring of DOT Accredited Entities Meals- 850/pax X 4 pax X 6 days Accommodation- 2,500/room X 5 days X 2 nights Van Hire- 5,000/day X 3 days	CARAGA WIDE	NP- Small Value	January to December 2019	GoP	60,400.00	To closely monitor & evaluate accredited tourism-related enterprises in Caraga
Rollout of PAS Orientation Meals- 650/pax X 100 pax X 3 days Accommodation- 2,500/room X 4 nights X 2 rooms Other Supplies/Tokens- 500 X 9 pax Honorarium- 1,200/hr X 8 hours X 3 days Van Hire- 5,000/day X 2 days	Butuan, Surigao City & Siargao Island	NP- Small Value	March, June and September 2019	GoP	258,300.00	To increase awareness of the TREs on the progressive accreditation system and its implementing criteria and guidelines
Accreditation Caravan Meals- 850/pax X 4 pax X 8 days Accommodation- 2,500/room X 4 nights X 2 rooms Van Hire- 5,000/day X 2 days	Butuan, Surigao City & Siargao Island	NP- Small Value	March, June and September 2019	GoP	57,200.00	To increase awareness of the TREs on the progressive accreditation system and its implementing criteria and guidelines
Makakalikasang Turismo Coastal Clean-up Meals/Snacks- 150 pax @ Php 70	Siargao Islands	NP- Small Value	Jan. 11-12, 2018	GoP	10,500.00	

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Quarterly Tourism Officer's Meeting Meals- 650/pax X 20 pax X 4 days Accommodation- 2,500/room X 4 nights X 3 rooms Other Supplies/Tokens- 300/pax X 15 pax X 4 times	AD.N, SDN, SDS, ADS	NP- Small Value	January, April, July & October 2019	GoP	100,000.00	Regional coordination/consultation meeting of Tourism Officers for regional updates and alignment of DOT Programs and Initiatives to foster strong partnership and collaboration between the department and tourism stakeholders
GENERAL ADMINISTRATIVE AND SUPPORT						
Monthly Staff Meetings- Meals 2 monthly meetings per month from January to December 2018. (24 pax X Php 50.00)	DOT XIII	NP- Small Value	Jan. - Dec. 2019	Gop	28,800.00	
Team Building/Other Staff Trainings Meals - Php 650/ pax X 27 Pax X 4 days Honorarium- Php 800/hr X 4 days Supplies- Php 100/pax X 25 pax X 2 trainings	DOT XIII	NP- Small Value	March 2019, October 2019	Gop	100,800.00	
Year End Assessment for DOT Staff cum Family Day Meals - Php 350/ pax X 50 pax Other Supplies & Materials- Php 500/pax X 30 pax Supplies/Prizes- Php 100/pax X 50 pax	DOT XIII	NP- Small Value	December 2019	Gop	37,500.00	
Attendance to Different Trainings/Conventions/Seminar/Meetings Registration Fee- 8,000/pax X 10 trainings Plane Fare- 6,000/pax X 25 pax Meals/Accommodation- 800/day X 30 pax Land Transportation- 200/pax X 35 pax	Gop	NP- Small Value	Jan. - Dec. 2019	Gop	261,000.00	
Semi-Expendable Furniture and Fixtures						
Office Table	DOT XIII	NP- Small Value	Mar-19	GoP	6,000.00	1 unit
Office Chair	DOT XIII	NP- Small Value	Mar-19	GoP	4,500.00	1 unit
Reception and Guest Chair	DOT XIII	NP- Small Value	Mar-19	GoP	7,500.00	3 unit
Semi-Expendable Office Equipment						
Steel Racks	DOT XIII	NP- Small Value	Mar-19	GoP	9,000.00	2 unit
1.0 HP Split-Type Airconditioning Unit	DOT XIII	NP- Small Value	Mar-19	GoP	45,000.00	1 UNIT
Purchase of Checkbooks/Official Receipts						
LBP-MDS, PVB-MDS, PVB-TLA	DOT XIII	Agency to agency	Jan. - Dec. 2019	GoP	6,000.00	10 pieces
Official Receipts for Collection of Refund, Accreditation Fees and Financial Assistance	DOT XIII	Agency to agency	Jan. - Dec. 2019	GoP	3,600.00	8 stubs
Various Repairs and Maintenance						
Repairs and Maintenance IT Equipments and accessories	DOT XIII	NP- Small Value	Jan. - Dec. 2019	GOP	10,000.00	
Repairs and Maintenance-Vehicles	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	150,000.00	
Repairs and Maintenance- Office Equipment	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	10,000.00	
Utilities						
Electricity	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	216,000.00	
Drinking Water	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	12,000.00	300 galoons
Water	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	14,400.00	
Fuel, oil and lubricants	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	160,333.52	
Insurance						
Insurance-Motor Vehicles	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	22,000.00	
Treasury Bonds for Accountable Officer	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	21,000.00	3,500/pax X 6 pax
Subscription						
Telephone Expenses-Landline	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	24,000.00	PLDT

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Telephone Expenses-Mobile	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	20,000.00	Globe, Smart
Telephone Expenses-Mobile, RD	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	60,000.00	
Telephone Expenses-Mobile, Chief	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	30,000.00	
Postage and Courier Services	DOT XIII	Direct Contracting	'Jan. - Dec. 2019	GOP	20,000.00	JRS
Newspaper Subscription	DOT XIII	Direct Contracting	'Jan. - Dec. 2019		9,000.00	750/month
Rent						
Rent Expense-Building	DOT XIII	Lease of Venue/Office Space	'Jan. - Dec. 2019	GOP	1,200,000.00	100,000/month
Common-Use Supplies and Equipment						
COMMON ELECTRICAL SUPPLIES						
BATTERY, dry cell AA, 2 pieces per blister pack	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	591.86	30 PACK
BATTERY, dry cell AAA, 2 pieces per blister pack	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	585.00	30 PACK
BATTERY, dry cell, D, 1.5 volts, alkaline	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	884.00	10 PACK
TAPE, ELECTRICAL, 18mm x 16M min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	182.00	10 roll
ELECTRIC FAN, STAND type, plastic blade	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	2,012.78	2 unit
Ligh Bulb, LED, 7 watts 1 pc in individual box	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	4,349.40	60 pcs
COMMON OFFICE SUPPLIES						
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	5,191.50	150 PCS
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,730.50	50 PCS
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	865.25	25 PCS
PAPER, Multi-Purpose (COPY) A4, 70 gsm	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	11,451.44	100 REAM
PAPER, Multi-Purpose (COPY) Legal, 70 gsm	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	6,498.96	50 REAM
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	353.60	5 BOOK
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	305.76	3 BOOK
GLUE, all purpose, gross weight: 200 grams min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	239.10	5 JAR
STAPLE WIRE, STANDARD, (26/6)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	401.00	20 BOX
RULER, plastic, 450mm (18"), width: 38mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	154.80	10 PCS
FLASH DRIVE, 16 GB capacity	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	2,765.40	10 PCS
MOUSE, optical, USB connection type	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	269.98	2 UNIT
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	378.56	50 BOX
LIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	535.81	40 BOX
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	822.02	40 BOX
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	395.20	10 BOX
CORRECTION TAPE, film base type, UL 6m min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,053.31	60 PCS
DATA FILE BOX, made of chipboard, with closed ends	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	348.92	5 PCS
DATA FOLDER, made of chipboard, taglia lock	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	343.20	5 PCS
ENVELOPE, DOCUMENTARY, for A4 size document	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	816.28	2 BOX
ENVELOPE, DOCUMENTARY, for legal size document	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,036.15	2 BOX
ENVELOPE, MAILING, white, 80gsm (-5%)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	985.92	3 BOX
ENVELOPE, mailing, white, with window	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,232.40	3 BOX
ASTENER, METAL, 70mm between prongs	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,578.30	20 BOX
FOLDER, TAGBOARD, for A4 size documents	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	2,173.60	10 PACK
FOLDER, TAGBOARD, for legal size documents	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	2,796.35	10 PACK
MARKER, FLUORESCENT, 3 assorted colors per set	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	372.30	10 SET
MARKER, PERMANENT, bullet type, black	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	193.02	20 PIECE
MARKER, PERMANENT, bullet type, blue	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	193.02	20 PIECE
MARKER, PERMANENT, bullet type, red	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	48.26	5 PIECE
PAPER CLIP, vinyl/plastic coat, length: 32mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	179.40	30 BOX
PAPER CLIP, vinyl/plastic coat, length: 48mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	382.20	30 BOX
PENCIL, lead, w/ eraser, wood cased, hardness: HB	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	20.79	1 BOX
RUBBER BAND, 70mm min lay flat length (#18)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	96.72	1 BOX
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	138.30	5 PIECE
PUNCHER, paper, heavy duty, with two hole guide	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	659.80	5 PIECE

COA - DOT - R.O.

Caraga Region XIII

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Date: July 23, 2019

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SCISSORS, symmetrical, blade length: 65mm min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	156.00	10 PAIR
STAPLER, STANDARD TYPE, load cap: 200 staples min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	410.80	5 PIECE
TAPE DISPENSER, TABLE TOP, for 24mm width tape	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	167.48	3 PIECE
COMMON JANITORIAL SUPPLIES						
AIR FRESHENER, aerosol, 280ml/150g min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,290.90	15 cans
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	208.00	5 bottles
CLEANSER, SCOURING POWDER, 350g min./can	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	71.76	3 cans
DETERGENT POWDER, all purpose, 1kg	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	374.30	10 packs
RAGS, all cotton, 32 pieces per kilogram min	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	248.46	5 bundle
SCOURING PAD, made of synthetic nylon, 140 x 220mm	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	205.92	2 packs
TRASHBAG, plastic, transparent	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	979.16	7 rolls
WASTEBASKET, non-rigid plastic	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	117.94	5 pcs
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,962.60	30 packs
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	1,099.75	25 bottles
COMMON OFFICE EQUIPMENT						
CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	676.00	5 units
HANDBOOK ON PROCUREMENT						
HANDBOOK (RA 9184), 7th Edition	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	231.40	5 books
COMMON OFFICE SUPPLIES						
Ballpen, black	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,000.00	1000 pcs.
Ballpen, blue	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,000.00	1000 pcs.
Certificate frame	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	3,400.00	40 pcs.
Certificate holder	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,000.00	100 pcs.
Certificate Paper (Long)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,000.00	200 packs
Certificate Paper (Short)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,200.00	200 packs
Notebook (30 leaves)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	7,000.00	500 pcs.
ID badge	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	7,000.00	700 pcs.
ID Jacket, Horizontal	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	3,500.00	700 pcs.
ID sling	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	3,500.00	700 pcs.
Cannon Laid Bond Cream 85gsm	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	4,000.00	4 reams
Cannon Laid Bond Powder Blue 85gsm	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	4,000.00	4 reams
Parchment Paper	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,000.00	250 packs
CONSUMABLES						
TONER CART, HP CB435A, Black	DOT XIII	Agency to agency-DBM PS	'Jan. - Dec. 2019	GOP	28,579.20	10 CARTRIDGE
Toner Laserjet HP 12-A	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	15,000.00	5 CARTRIDGE
Toner Laserjet HP 83-A	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	6,000.00	2 CARTRIDGE
Toner Laserjet HP 85-AC	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	12,000.00	4 CARTRIDGE
Toner Cartridge K (black)-Fuji Photocopier	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	30,000.00	6 CARTRIDGE
Toner Cartridge C (cyan)-Fuji Photocopier	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	20,000.00	4 CARTRIDGE
Toner Cartridge M (magenta)-Fuji Photocopier	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	20,000.00	4 CARTRIDGE
Toner Cartridge Y (yellow)-Fuji Photocopier	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	20,000.00	4 CARTRIDGE
HP 680 Tri-Color Original Ink Advantage Cartridge	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	9,000.00	15 CARTRIDGE
HP 680 Black Original Ink Advantage Cartridge	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	9,000.00	15 CARTRIDGE
Epson Dye Ink (black)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	10,500.00	30 BOTTLES
Epson Dye Ink (cyan)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,250.00	15 BOTTLES
Epson Dye Ink (magenta)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,250.00	15 BOTTLES
Epson Dye Ink (yellow)	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	GOP	5,250.00	15 BOTTLES
Legal Services						
Notarization of Contracts	DOT XIII		'Jan. - Dec. 2019		3,600.00	12 contracts
Other Professional Services						
Salary of Job Order (Administrative Officer II)-Acctg.. Karen Castro	DOT XIII	JOB ORDER	'Jan. - Dec. 2019		275,742.81	
Salary of Job Order (Administrative Assistant II)-Procurement, Caleze	DOT XIII	JOB ORDER	'Jan. - Dec. 2019		222,665.13	

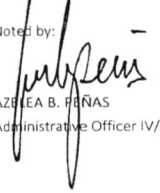
Salary of Job Order (AA 1)- Cifra	DOT XIII	JOB ORDER	'Jan. - Dec. 2019	209,155.32	
Salary of Job Order (TOO 1)- Industry Training,Kath	DOT XIII	JOB ORDER	'Jan. - Dec. 2019	275,742.81	
Salary of Job Order (TOO 1)- Industry Training,Benjie	DOT XIII	JOB ORDER	'Jan. - Dec. 2019	137,871.41	
Salary of Job Order (AA 1)- Accreditation,Dixie	DOT XII	JOB ORDER	'Jan. - Dec. 2019	209,155.32	
Salary of Job Order (AA 1)- Accreditation,Rey	DOT XII	JOB ORDER	'Jan. - Dec. 2019	190,553.13	
Salary of Job Order (Driver)- Accreditation,Ricky	DOT XII	JOB ORDER	'Jan. - Dec. 2019	275,742.81	
Salary of Job Order (TOO 1)- Planning,Joan	DOT XII	JOB ORDER	'Jan. - Dec. 2019	209,155.32	
Salary of Job Order (AA 1)- Marketing, Teoni	DOT XII	JOB ORDER	'Jan. - Dec. 2013	209,155.32	
Salary of Job Order (AA 1)- Marketing, Arvin	DOT XII	JOB ORDER	'Jan. - Dec. 2019	137,871.41	
Salary of Job Order (TOO 1)-Mktg.,Benjie	DOT XII	JOB ORDER	Jan. 3-10,2019	6,604.02	
Salary of Job Order (TOO 1)- Planning,Anne	DOT XII	JOB ORDER	Jan. 3-10,2019	4,992.24	
Salary of Job Order (AA 1)- Accreditation,Therese	DOT XII	JOB ORDER			
Security Services					
Payment to Security Agency	DOT XIII	NP- Small Value	'Jan. - Dec. 2019	201,600.00	16800/MONTH
Other General Services					
Salary of Job Order (Admin Aide 1)-Utility	DOT XIII	JOB ORDER	'Jan. - Dec. 2019	147,339.81	
On-call driver- Admin	DOT XIII		'Jan. - Dec. 2019	61,600.00	100 times
TOTAL				11,129,568.57	

DOT- R.O.
Region XIII
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Date: July 23, 2019
By: [Signature]

Prepared by:

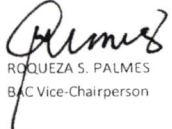

MA. CHRISTINA U. CALEZE
Admin. Assistant II

Noted by:


AZBEEA B. PAÑAS
Administrative Officer IV/BAC Secretariat
7/22/19

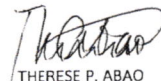
Recommending Approval:

MARY JEAN A. CAMARIN
BAC Chairperson
on-official travel

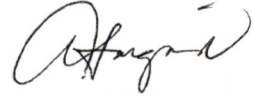

ROQUEZA S. PALMES
BAC Vice-Chairperson


KYLEE DOREENE Q. PLAZA
Member


JUNEETHA JEAN J. VALDEZ
Member


THERESE P. ABAB
Member

Approved by:


MA. ANA T. NUGUID
Head of the Procuring Entity