

DEPARTMENT OF TOURISM
REGIONAL OFFICE NO. 01 (including DOT Laoag-Sub Office)
ANNUAL PROCUREMENT PLAN 2015

CODE (PAP)	PROCUREMENT PROGRAM/PROJECT	PMO/END USER	MODE OF PROCUREMENT	SCHEDULE FOR EACH PROCUREMENT ACTIVITY												SOURCE OF FUNDS	ESTIMATED BUDGET				REMARKS/ BRIEF DESCRIPTION OF PROGRAM/PROJECT	
				Pre-Proc Conf	Adv/Post of ITB	Pre Bid Conf	Sub/Opn of Bids	Bid Evaluation	Post Evaluation	Post Qual	NOA	Contract Signing	NTP	Delivery/Completion	Acceptance Turnover		TOTAL	PS	MOOE	CO		
A. SUPPLIES AND MATERIALS																						
	Common Use Office / Janitorial Supplies / Equipment available at Procurement Service (PS)	All Units	NP-Agency to Agency														GAA	300,000.00		300,000.00		Various common-use office / janitorial supplies / equipment / materials available at PS for the day to day requirements / operations of all units at DOT-R01 and DOT-LSO
	Common Use Office / Janitorial Supplies / Equipment not available at Procurement Service (PS)	All Units	NP- SVP-Canvass-Shopping														GAA	300,000.00		300,000.00		Procurement of various office supplies / materials needed for the day to day requirements / operations of all units at DOT-R01 and DOT-LSO
	Toners and DR Drum for Photo Copier Machine	All Units	NP-Exclusive Distributorship-SVP-														GAA	200,000.00		200,000.00		Toners and drums for photocopy requirements of all units of DOT-R01 and DOT-LSO
	Petroleum, Oil and Lubricants	All Units	NP-SVP														GAA	500,000.00		500,000.00		Gas, Oil and Lubricants Supplies for transpo units of the regional office
	Production of Promotional / IEC Materials	Marketing and Promotions Unit	NP-SVP														GAA	300,000.00		300,000.00		Design, Creatives, Layout and Production of Promotional / IEC Materials for the use of DOT-R01 and DOT-LSO
	Procurement of give-aways, souvenirs and tokens	All Units	NP- SVP-Canvass-Shopping															500,000.00		500,000.00		Payment for actual goods and services rendered
	Athletic and Sports	Administrative Unit	NP-SVP														GAA	42,000.00		42,000.00		Purchase of various sports paraphernalias
	Drugs and Medicines	Administrative Unit	NP- SVP														GAA	6,000.00		6,000.00		Purchase of various medicines
	Supplies and Materials and other Administrative Costs for BUB Projects: Documentations, Meetings, Database, Record keeping, Orientation, Validation, Site Inspection, Monitoring and Evaluation	Project Officer / Focal Person and support staff	NP- SVP-Canvass-Shopping														GAA	250,000.00		250,000.00		Various administrative costs in the implementation of BuB Projects regionwide
	Supplies and Materials and other Administrative Costs for convergence projects with DPWH, DENR, DSWD, DA, DTI, DOLE, TESDA, etc: Documentations, Meetings, Database, Record keeping, Orientation, Validation, Site Inspection, Monitoring and Evaluation	Project Officers / Focal Persons and support staff	NP- SVP-Canvass-Shopping														GAA	100,000.00		100,000.00		Various administrative costs in the implementation of convergence projects regionwide
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B. TRAININGS																						
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	Professional Fees / Honoraria	Industry Training Unit - Product Development Unit - Accreditation Unit - Statistics Unit	NP-Direct Contracting														GAA	500,000.00		500,000.00		Payment for actual services rendered
	Food and Accommodation	Industry Training Unit - Product Development Unit - Accreditation Unit - Statistics Unit	NP-SVP-Canvass-Shopping														GAA	400,000.00		400,000.00		Payment for actual goods and services rendered
	Catering Services	Industry Training Unit - Product Development Unit - Accreditation Unit - Statistics Unit															GAA	500,000.00		500,000.00		Payment for actual goods and services rendered
	Venue, Transportation and Equipment Rentals	Industry Training Unit - Product Development Unit - Accreditation Unit - Statistics Unit	NP-SVP-Canvass-Shopping														GAA	250,000.00		250,000.00		Payment for actual goods and services rendered
	Tokens and Promotional Giveaways	Industry Training Unit - Product Development Unit - Accreditation Unit - Statistics Unit	NP-SVP-Canvass-Shopping														GAA	150,000.00		150,000.00		Payment for actual goods and services rendered
	Production and printing of certificates, awards, citations	Industry Training Unit - Product Development Unit - Accreditation Unit - Statistics Unit	NP-SVP-Canvass-Shopping														GAA	100,000.00		100,000.00		Payment for actual goods and services rendered

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C. UTILITIES																						
	Water	All Units	NP-Agency to Agency														GAA	7,000.00		7,000.00		Payment for water consumption
	Electricity	All Units	NP-Agency to Agency														GAA	500,000.00		500,000.00		Payment for electric consumption
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D. COMMUNICATON																						
	Postage, Deliveries, Courier Services	All Units	Direct Contracting														GAA	85,000.00		85,000.00		payment for postage, deliveries, courier expense
	Telephone Mobile (cellcards)	All Units	Canvass-Shopping														GAA	120,000.00		120,000.00		payment for cell cards
	Telephone Landline	All Units	Direct Contracting														GAA	200,000.00		200,000.00		payment for telephone expense
	Internet Service	All Units	Direct Contracting														GAA	150,000.00		150,000.00		payment for internet service
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E. PROFESSIONAL SERVICES																						
	Legal Services for Consultancy and Notarization	All Units	Direct Contracting														GAA	40,000.00		40,000.00		payment for legal services, notarial services
	Other Professional Services - Job Orders	Accounting Unit- Accreditation Unit-Budget and Planning Unit- BuB and Convergence Projects, Office of the Director-Divers- Statistics Unit-Airport Reception Unit	Direct Contracting														GAA	1,200,000.00		1,200,000.00		payment for professional services - services rendered by Job Orders
	Professional Fees and/or Package Costing for Contractors - Booth Design, Creatives, Layout, Assembly, Disassembly, etc. for Regional Exhibits	Marketing and Promotions Unit	NP-LSP-Direct Contracting														GAA	200,000.00		200,000.00		payment for actual professional services rendered
	Professional Fees and/or Package Costing for Guest Performers with proven specialized skills, competence or proficiency for special tourism promotional activities	Marketing and Promotions Unit	NP-LSP-Direct Contracting															200,000.00		200,000.00		payment for actual professional services rendered
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F. PUBLICATION AND RINTING SERVICES																						
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	Production and Printing of Tarpaulins, Streamers or Banners	Marketing and Promotions Unit-Industry Training Unit-Product Development Unit	NP-LSP-Direct Contracting															165,000.00		165,000.00		payment of actual printing services rendered
	Production and Printing of Accreditation Stickers, Ids, Certificates	Accreditation Unit	NP-LSP-Direct Contracting															65,000.00		65,000.00		payment of actual printing services rendered
	Auditing Expenses																	70,000.00		70,000.00		
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F. GENERAL SERVICES		General Admin	Shopping															30,000.00		30,000.00		Minor office maintenance expenses
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																				-		
																				-		
G. REPAIRS AND MAINTENANCE																				-		
	Repair and Maintenance of Vehicles - including replacement of parts and accessories, overhauling, tune up, repainting, chnage oil, car wash, etc.	Property Officer - Administrative Officer	NP-LSP-Direct Contracting														GAA	250,000.00		250,000.00		payment for repairs and maintenence
	Repair and Maintenance of Office Equipment	Property Officer - Administrative OfficerAll Units	NP-LSP-Direct Contracting														GAA	60,000.00		60,000.00		payment for repairs and maintenence
	Repairs and Maintenance of Furnitures and Fixtures	Property Officer - Administrative OfficerAll Units	NP-LSP-Direct Contracting														GAA	10,000.00		10,000.00		payment for repairs and maintenence
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H. TAXES, INSURANCE PREMIUMS AND OTHER FEES																				-		
	LTO Vehicle Registration	AAD	Agency to Agency														GAA	20,000.00		20,000.00		payment for vehicle registration
	Fidelity Bond Premiums of Accountable Employees	AAD	Agency to Agency														GAA	30,000.00		30,000.00		payment of bonds
	GSIS Vehicle Insurance	AAD	Agency to Agency														GAA	20,000.00		20,000.00		payment for vehicle insurance
	LTO Vehicle Registration	AAD	Agency to Agency														GAA	20,000.00		20,000.00		payment for vehicle registration
	Participation fee in Exhibits	MPDD/ AD	Direct Contracting														GAA	20,000.00		20,000.00		payment of participation fee

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J. PUBLICATION AND PRINTING SERVICES																						
	Tourism Guidebook for LGU's	PD	SVP-NO-DIRECT CONTRACTING														GAA	100,000.00		100,000.00		payment of printing and publications
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	Brochures (Travellers Guide)	MPDD	SVP-NO-DIRECT CONTRACTING														GAA	400,000.00		400,000.00		payment of printing and publications
	CVR EZ Map)	MPDD	SVP-NO-DIRECT CONTRACTING														GAA	50,000.00		50,000.00		payment of printing and publications
																				-		
	Accredited Establishment Listing -leaflet	AD	SVP-NO-DIRECT CONTRACTING														GAA	200,000.00		200,000.00		payment of printing and publications
																				-		
K. REPRESENTATION																						
	Staff Meetings / Exit Conferences, Project Briefings, Project Assessments, Consultative Meetings, Special Appointments, other Special Meetings - Catering Services and Other Food Service Providers	Office of the Director	SVP-NP														GAA	150,000.00		150,000.00		Payment for actual goods and services rendered
	National Tourism Week Celebration (Catering)	Office of the Director	SVP-NP														GAA	250,000.00		250,000.00		payment of meals, accommodation and other hostings
	Receptions/ accommodation of guests	Office of the Director	SVP-NP														GAA	100,000.00		100,000.00		payment of meals, accommodation and other hostings
	Promotional Giveaways, Tokens to guests	Office of the Director	SVP-NP														GAA	100,000.00		100,000.00		payment of meals, accommodation and other hostings
	Participation and Guesting to Special Promotional Activities with LGUs, NGOs, POs, RLAs and Other National Agencies	Office of the Director	SVP-NP														GAA	100,000.00		100,000.00		payment of meals, accommodation and other hostings
	Receptions to Other Tourism Stakeholders and Walk In Guests -Catering	Office of the Director	SVP-NP														GAA	120,000.00		120,000.00		payment of meals, accommodation and other hostings
	Seminars, trainings, workshops, travel fairs & exhibits	various units	Shopping														GAA	1,500,000.00		1,500,000.00		payment of meals, accommodation and other hostings
	Representation expense of the Regional Director	Office of the Director	Shopping														GAA	600,000.00		600,000.00		payment of meals, accommodation and other hostings
	Accreditation	Accreditation unit	Shopping														GAA	150,000.00		150,000.00		payment of meals, accommodation and other hostings
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L. RENT / LEASAE EXPENSES																						
																				-		

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	Rent-Building Office rentals	AAD	Direct Contracting														GAA	1,100,000.00		1,100,000.00		payment of rent expense
	Rent-Booth space	AAD	Direct Contracting														GAA	800,000.00		800,000.00		payment for booth space rentals and enhancements during exhibits & travel fairs
	Transportation Rental	All Units	Direct Contracting														GAA	300,000.00		300,000.00		payment of rent expense as per actual services rendered
	Rent-Equipment	All Units	Shopping														GAA	100,000.00		100,000.00		payment of rental of office and IT equipment
M. FINANCIAL ASSISTANCE																						
	Assistance to Festivals and Events	Market Development															GAA	600,000.00		600,000.00		payment of sponsorships, financial assistance to local events and festivals
N. MACHINERY																						
GRAND TOTAL																	14,580,000.00					

Prepared by:


Appropriations Available

Recommended by:

Approved by:


EDILBERTO D. LITTAU JR


LORYNA C. VONACIER


MODESTO D. BALOLOY


MARTIN S. VALERA

Head, BAC Secretariat

TOO I/ Budget Officer

BAC Chairman

Regional Director

SVP-small value procurement

LSB-limited source bidding

NP-negotiated procurement

DC-direct contracting