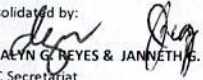


DEPARTMENT OF TOURISM REGION IV-A 2025 ANNUAL PROCUREMENT PLAN (APP)													
Code (PAP)	Procurement Project	PMO - End User	Is this an Early Procurement Activity (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget			Remarks (Brief Description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
A. TOURISM DEVELOPMENT AND PLANNING													
I. Regional Capacity Development Workshop for Local Tourism Development Plan (LTDP) and Forum on the Devolution of Tourism Services / Functions for LGUs													
5029903000	Meals, Venue and Accommodation	Tourism Development Planning	NO	NP - Small Value Procurement/ lease of venue	February and August	February and August	February and August	February and August	GoP	300,000.00	X		Phase One of the Local Tourism Development Plan aims to assist the LGUs to understand the concept of development planning in local tourism destinations; learn how to use the DOT Tourism Guidebook for LGUs; Know the process of formulating the local tourism development plan; and Draft their action plan in the formulation of their local tourism plan.
5020399000	Tarpaulin, special paper for badges and certificates, certificate holders, tokens, etc.	Tourism Development Planning	NO	NP - Small Value Procurement	February and August	February and August	February and August	February and August	GoP	10,000.00	X		
5020301002	Office supplies (printer ink, bond paper, etc)	Tourism Development Planning	NO	Government to Government	February and August	February and August	February and August	February and August	GoP	1,000.00	X		
5029905003	Fuel, Oil, and Lubricant	Tourism Development Planning	NO	NP-Direct Retail Purchase	February and August	February and August	February and August	February and August	GoP	3,000.00	X		
50102020 00	RFID	Tourism Development Planning	NO	NP-Direct Retail Purchase	February and August	February and August	February and August	February and August	GoP	1,000.00	X		
II. Regional Ecotourism Committee (REC) Meetings, Assessment and Validation of Participatory Community-Based Ecotourism Tourism (CBET) Products													
5029903000	Meals, Venue and Accommodation	Tourism Development Planning	NO	NP - Small Value Procurement/ lease of venue	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	GoP	100,000.00	X		The conduct of assessment, validation and meetings under the Regional Ecotourism Committee is in support of ecotourism development in the region.
5029905003	Fuel, Oil, and Lubricant	Tourism Development Planning	NO	NP-Direct Retail Purchase	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	GoP	4,000.00	X		
50102020 00	RFID	Tourism Development Planning	NO	NP-Direct Retail Purchase	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	Feb, May, Aug, and Nov	GoP	1,000.00	X		
III. Technical Assessment for Endorsement of Foreshore Lease Application (FLA), Miscellaneous Lease Applications (MLA), Tourist Rest Areas (TRA), and TIEZA proposed Projects													
5029905003	Fuel, Oil, and Lubricant	Tourism Development Planning	NO	NP-Direct Retail Purchase	Year-round	Year-round	Year-round	Year-round	GoP	10,000.00	X		The assessment and validation of Foreshore Lease Application (FLA) and Miscellaneous Lease Applications (MLA) among others, are requirements for DOT endorsement.
50102020 00	RFID	Tourism Development Planning	NO	NP-Direct Retail Purchase	Year-round	Year-round	Year-round	Year-round	GoP	1,000.00	X		
IV. Data Banking of Tourism Investment Areas and Meeting with the LGUs/Property Owner on the tourism investment program of the Department Projects													
5029905003	Fuel, Oil, and Lubricant	Tourism Development Planning	NO	NP-Direct Retail Purchase	Year-round	Year-round	Year-round	Year-round	GoP	10,000.00	X		The establishment of data bank of tourism investment areas is mandated under R.A. 9593 for the purpose of promoting tourism investment. The Department will have a list of
50102020 00	RFID	Tourism Development Planning	NO	NP-Direct Retail Purchase	Year-round	Year-round	Year-round	Year-round	GoP	1,000.00	X		
V. Technical Assistance (Assessment and Review) of Tourism Plans and Researches													
5029905003	Fuel, Oil, and Lubricant	Tourism Development Planning	NO	NP-Direct Retail Purchase	Year-round	Year-round	Year-round	Year-round	GoP	10,000.00	X		The Unit is mandated to provide technical assistance to tourism stakeholders through assessment and review of tourism plans (CLUPs,
50102020 00	RFID	Tourism Development Planning	NO	NP-Direct Retail Purchase	Year-round	Year-round	Year-round	Year-round	GoP	1,000.00	X		
VI. Conduct of Tourism Statistics Training for LGUs													
50203990000	Tarpaulin, special paper for badges and certificates, certificate holders, tokens, etc.	Tourism Development Planning	NO	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	5,000.00	X		The conduct of Tourism Statistics Training capacitates Local Government Units (LGUs) and tourism stakeholders to generate advance tourism statistics data on tourist arrivals
5020301002	Office supplies (printer ink, bond paper, etc) (Annex B)	Tourism Development Planning	NO	Government to government	September	September	September	September	GoP	1,000.00	X		
50299050-03	Rental – Motor Vehicle (Van Hire)	Tourism Development Planning	NO	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	20,000.00	X		
5029903000	Meals, Venue and Accommodation	Tourism Development Planning	NO	NP - Small Value Procurement/ lease of venue	September	September	September	September	GoP	150,000.00	X		
5029905003	Fuel, Oil, and Lubricant	Tourism Development Planning	NO	NP-Direct Retail Purchase	September	September	September	September	GoP	3,000.00	X		
50102020 00	RFID	Tourism Development Planning	NO	NP-Direct Retail Purchase	September	September	September	September	GoP	1,000.00	X		

TOTAL										633,000.00			
INDUSTRY TRAINING													
I. Seminar on Filipino Brand of Service Excellence for CALABARZON Tourism Stakeholders													
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	220,000.00	0	X	The Filipino Brand of Service Excellence is the flagship training program of the Department of Tourism designed to develop and sustain a tourism workforce capable of providing excellent quality services of globally-competitive standards to tourists and visitors traveling to and around the country while establishing and maintaining good customer relationships.
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	February to November	February to November	February to November	February to November	GoP	40,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	20,000.00	0	X	
II. Seminar on Filipino Brand of Service Excellence for Batangas 1st Congressional District Tourism Stakeholders													
5020201002	Training Expenses (Meals and Accommodation,	Industry Training	NO	NP-53.9 - Small Value Procurement	February March	February March	February March	February March	GoP	680,000.00	0	X	The Filipino Brand of Service Excellence is the flagship training program of the Department of Tourism designed to develop and sustain a tourism workforce capable of providing excellent quality services of globally-competitive standards to tourists and visitors traveling to and around the country while establishing and maintaining good customer relationships.
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	February March	February March	February March	February March	GoP	80,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	February March	February March	February March	February March	GoP	40,000.00	0	X	
III. Seminar on Community-Based Kulinarya for CALABARZON Tourism Stakeholders													
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	130,000.00	0	X	In efforts to enhance the skills of various communities engaged in community-based tourism to improve food service and quality, Kulinarya Workshops are organized for these stakeholders in coordination with the LGUs. The Workshop is envisioned to train community members who will prepare food for the visitors in a hygienic yet presentable manner.
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	April	April	April	April	GoP	10,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	10,000.00	0	X	
IV. Seminar on Community-Based Kulinarya for Batangas 1st Congressional District Tourism Stakeholders													
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	1,120,000.00	0	X	In efforts to enhance the skills of various communities engaged in community-based tourism to improve food service and quality, Kulinarya Workshops are organized for these stakeholders in coordination with the LGUs. The Workshop is envisioned to train community members who will prepare food for the visitors in a hygienic yet presentable manner.
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	April	April	April	April	GoP	40,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	March	March	March	March	GoP	40,000.00	0	X	
V. Training on Community Cultural Guiding for CALABARZON Tourism Stakeholders													
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	209,000.00	0	X	This program seeks to involve the community in the efforts of promoting and developing our community-based tourism as to create opportunities and generate jobs and as to provide quality service to the tourists.
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	June	June	June	June	GoP	10,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	35,000.00	0	X	
VI. Training on Community Cultural Guiding for Batangas 1st Congressional District Tourism Stakeholders													
5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	February March	February March	February March	February March	GoP	1,420,000.00	0	X	This program seeks to involve the community in the efforts of promoting and developing our community-based tourism as to create opportunities and generate jobs and as to provide quality service to the tourists.
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	February March	February March	February March	February March	GoP	40,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	February March	February March	February March	February March	GoP	140,000.00	0	X	
VII. Seminar on Filipino Brand of Wellness (Introduction to Filipino Massage - Hilot) for Batangas 1st Congressional District Tourism Stakeholders													


5020201002	Training Expenses (Meals and Accommodation, Venue, Training Supplies)	Industry Training	NO	NP-53.9 - Small Value Procurement	April May	April May	April May	April May	GoP	860,000.00	0	X	To involve the community in the efforts to promote and develop community-based tourism and Filipino Brand of Wellness with a focus on the Filipino Massage "Hilot".
5029905003	Fuel, Oil and Lubricant	Industry Training	NO	NP-53.14 - Direct Retail Purchase	April May	April May	April May	April May	GoP	10,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Industry Training	NO	NP-53.9 - Small Value Procurement	April May	April May	April May	April May	GoP	30,000.00	0	X	
SUB-TOTAL										5,184,000.00			
C. STANDARDS DEVELOPMENT AND ENFORCEMENT													
I. Conduct of Inspection for accreditation and Monitoring (Ground Handling Service)													
5029905003	Rents - Motor Vehicles (Van Hire)	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	GoP	90,000.00	0	X	To ensure the prescribed timeline for application and processing of applications; and to monitor if accredited tourism enterprises have maintained its compliance to the DOT standards.
5020101000	Accommodation	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	Feb, Apr, Jun, Aug, Oct. & Dec.	GoP	44,000.00	0	X	
502039000	Fuel, Oil, and Lubricants	Accreditation Unit	NO	NP-Direct Retail Purchase	year-round	year-round	year-round	year-round	GoP	30,000.00	0	X	
5021306001	Repair service of motor vehicles	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	45,000.00	0	X	
II. Accreditation Campaign (Accreditation Caravan)													
5029905003	Rents - Motor Vehicles (Van Hire)	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	April, June, Sept, Nov	April, June, Sept, Nov	April, June, Sept, Nov	April, June, Sept, Nov	GoP	70,000.00	0	X	To provide awareness to industry owners on Accreditation
5029905001	Venue with meals for the seminar	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	April, June, Sept, Nov	April, June, Sept, Nov	April, June, Sept, Nov	April, June, Sept, Nov	GoP	40,000.00	0	X	
502039000	Fuel, Oil, and Lubricants	Accreditation Unit	NO	NP-Direct Retail Purchase	year-round	year-round	year-round	year-round	GoP	20,000.00	0	X	
III. Conduct of seminars and trainings													
5029905003	Rents - Motor Vehicles (Van Hire)	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb, June & October	Feb, June & October	Feb, June & October	Feb, June & October	GoP	150,000.00	0	X	To equip the tourism enterprises in crafting Emergency and Disaster Management Plan, assist accommodation enterprises in compliance with the necessary Environmental Permits and to raise awareness on tourism standards and updated policies
5029905001	Venue with meals for the seminar	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Feb, June & October	Feb, June & October	Feb, June & October	Feb, June & October	GoP	230,000.00	0	X	
502039000	Fuel, Oil, and Lubricants	Accreditation Unit	NO	NP-Direct Retail Purchase	year-round	year-round	year-round	year-round	GoP	50,000.00	0	X	
SUB-TOTAL										769,000.00			
MARKET AND PRODUCT DEVELOPMENT													
I. Development and Enhancement of New and Existing Tourism Products													
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	1,520,000.00	0	X	To validate, assess and calibrate new and existing tourism products to conform with the market demands.
5029905003	Fuel, Oil and Lubricant	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	Year Round	Year Round	Year Round	Year Round	GoP	240,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	60,000.00	0	X	
II. Dive CALABARZON													
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April July	April July	April July	April July	GoP	870,000.00	0	X	To assess, validate and develop and promotes dive and sail tourism circuits in the region, to increase the desire for domestic tourism to spur revenue generation and restart tourism activities in identified tourism clusters in the region.
5029905003	Fuel, Oil and Lubricant	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	Year Round	Year Round	Year Round	Year Round	GoP	60,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	30,000.00	0	X	
III. Participation to International Sales Mission													
5029903000	Meals and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	420,000.00	0	X	To regenerate and promote the newly created

5029905003	Airfare	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	996,000.00	0	X	To reenergize and promote the newly created tourism circuits through participation to national trade fairs and expositions. To promote CALABARZON region as the preferred tourist destination in the country.
5029905003	Travel - Foreign	Product and Market Development	NO	N/A	February April July October	February April July October	February April July October	February April July October	GoP	84,000.00	0	X	
IV. Participation to Domestic Travel Fair or Trade Expo													
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	2,340,000.00	0	X	To reenergize and promote the newly created tourism circuits through participation to national trade fairs and expositions. To promote CALABARZON region as the preferred tourist destination in the country.
50299010 00	Advertising Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	5,310,000.00	0	X	
5029905003	Fuel, Oil and Lubricant	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	Year Round	Year Round	Year Round	Year Round	GoP	400,000.00	0	X	
5029905003	Airfare	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	720,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	60,000.00	0	X	
V. Media and Travel Trade, Industry Stakeholders Invitational Program and Familiarization Tour of Tourism Circuits													
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	1,200,000.00	0	X	To maximize the exposure and promotion of the destinations, including the development of new tourism circuits through assessment and validations with industry partners and stakeholders.
5029905003	Fuel, Oil and Lubricant	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	Year Round	Year Round	Year Round	Year Round	GoP	130,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	30,000.00	0	X	
VI. Benchmarking of Best Practices of Other Regions													
5029903000	Meals and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	April July	April July	April July	April July	GoP	1,200,000.00	0	X	To assess and validate the best practices of other destinations to enhance viability and competitiveness of CALABARZON destinations.
5029905003	Fuel, Oil and Lubricant	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	April July	April July	April July	April July	GoP	40,000.00	0	X	
5029905003	Airfare	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	April July	April July	April July	April July	GoP	220,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	60,000.00	0	X	
VII. Public Relations, Media, Advertising and Support to Regional Events													
5029903000	Meals, Venue and Accommodation	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February April July October	February April July October	February April July October	February April July October	GoP	1,000,000.00	0	X	To assess and validate the best practices of other destinations to enhance viability and competitiveness of CALABARZON destinations.
50206020 00	Prizes (Plaques and Trophies)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	130,000.00	0	X	
5029905003	Fuel, Oil and Lubricant	Product and Market Development	NO	NP-53.14 - Direct Retail Purchase	Year Round	Year Round	Year Round	Year Round	GoP	40,000.00	0	X	
5029999099	Other Maintenance and Operating Expenses	Product and Market Development	NO	NP-53.9 - Small Value Procurement	Year Round	Year Round	Year Round	Year Round	GoP	30,000.00	0	X	
VIII. Corporate Giveaways: Uniquely CALABARZON													
5020399000	Other Supplies and Materials (Corporate Giveaways)	Product and Market Development	NO	NP-53.9 - Small Value Procurement	February July	February July	February July	February July	GoP	600,000.00	0	X	To provide relevant, timely and updated tourism information about the region for foreign and local markets.
SUB-TOTAL										17,790,000.00			
D. GENERAL ADMINISTRATIVE AND SUPPORT SERVICES													
5029905001	Office Space Rental	GAAS	NO	NP-53.9 - Small Value Procurement	January				GoP	2,940,000.00	0	X	Lease of Real Property/Venue
5029905001	Storeroom Rental	GAAS	NO	NP-53.9 - Small Value Procurement	January				GoP	400,000.00	0	X	Lease of Real Property/Venue
5021203000	Security Services	GAAS	NO	NP-53.9 - Small Value Procurement	January				GoP	860,000.00	0	X	
SUB - TOTAL										4,200,000.00			
GRAND TOTAL										28,576,000.00			

Consolidated by:

 DIANALYN G. REYES & JANNETH S. REGIO
 BAC Secretariat

Funds Available

 JANNETH S. REGIO
 Budget Officer

Recommending Approval:

 MARIOR DAGA
 BAC Chairman

Approved by:

 MARITES T. CASTRO
 Regional Director