## DEPARTMENT OF TOURISM REGION IV-A ANNUAL PROCUREMENT PLAN FOR CALENDAR YEAR 2021

			Is this an		Schedu	ule for Each F	Procurement	Activity		Estin	nated Budget		Remarks
Code (PAP)	Procurement Project	PMO - End User	Early Procureme nt Activity (Yes/No)	Mode of Procurement		Submission /Opening of Bids		Contract Signing	Source of Funds	Total	MOOE	со	(Brief Description of Project)
	A. TOURISM DEVELOPM	ENT AND PLANNIN	G										
	I. Support to the prioritized and identified tourism cluster circuit per province and the re- opening of tourist destinations												
50299050-03	Van Hire	Tourism Development and Planning	NO	NP - Small Value Procurement	May & June, September & October	September &	May & June, September & October	May & June, September & October	GoP	67,500.00	V	х	To conduct product audit assessment on the prioritized tourism circuit and re opening of destinations based on the new normal
5029903000	Meals and Accommodation	Tourism Development and Planning	NO	NP - Small Value Procurement	May & June, September & October	GoP	166,000.00	V	х	To conduct product audit assessment on the prioritized tourism circuit and re opening of destinations based on the new normal			
	II. DOT DPWH Convergence Program												
50299050-03	Van Hire	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	June to October	June to October	June to October	June to October	GoP	38,900.00	V	х	To conduct inspection and monitoring of ongoing trip projects in CALABARZON
	III. Participatory Community- Based Ecotourism Development and Planning Workshop												

50299050-03	Van Hire	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	July to October	July to October	July to October	July to October	GoP	27,000.00	V	x	To instill the importance of sustainable management of identified potential ecotourism destinations; to develop ecotourism sites in the region
5029903000	Meals	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	July to October	July to October	July to October	July to October	GoP	62,440.00	1	x	To instill the importance of sustainable management of identified potential ecotourism destinations; to develop ecotourism sites in the region
	IV. Endorsement of Foreshore Lease Application and Comprehensive Land Use Plan												
50299050-03	Van Hire	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	May, July, September & November	May, July, September & November	May, July, September & November	May, July, September & November	GoP	30,900.00	V	x	To review and evaluate the proposed FLAs and CLUPs in the areas of Batangas and Cavite
5029903000	Meals	Tourism Development and Planning	NO	NP-53.9 - Small Value Procurement	May, July, September & November	May, July, September & November	May, July, September & November	May, July, September & November	GoP	11,100.00	V	x	To review and evaluate the proposed FLAs and CLUPs in the areas of Batangas and Cavite
	V. Conduct of Advance Tourism Statistics Training (ATST)												
5029907000	Service Provider (Zoom Online Platform)	Tourism Development and Planning	NO	NP - Small Value Procurement	June to July	June to July	June to July	June to July	GoP	6,000.00	$\checkmark$	x	To properly generate data on tourist arrivals in the areas of CALABARZON (LGUs with Top tourist arrivals)

50299050-03	Van Hire	Tourism Development and Planning	NO	NP - Small Value Procurement	September to October	September to October	September to October	September to October	GoP	54,000.00	V	x	To properly generate data on tourist arrivals in the areas of CALABARZON (LGUs with Top tourist arrivals)
5029903000	Meals and Accommodation	Tourism Development and Planning	NO	NP - Small Value Procurement	September to October	September to October	September to October	September to October	GoP	66,920.00	V	x	To properly generate data on tourist arrivals in the areas of CALABARZON (LGUs with Top tourist arrivals)
	B. MARKET AND PRODUCT DE	VELOPMENT											
	I. CALABARZON Tourism Expo and Regional Travel Exchange												
50299050-01	Booth Rental (Structure)	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	500,000.00	V	x	
50299050-04	Equipment (LED Wall, Sound System, etc.)	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	150,000.00	V	x	
50299050-03	Van Hire	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	20,250.00		х	
5029903000	Meals and Accommodation	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	235,880.00	$\checkmark$	x	
50205020-01	Mobile	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	15,000.00	$\checkmark$	х	
50203010-00	Office Supplies Expenses	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	50,000.00		х	
5029907000	Service Provider (Zoom Online Platform)	Market and Product Development	NO	Canvass	October	October	October	October	GoP	3,000.00	$\checkmark$	х	
	n. Participation to National Travel Fair or Trade Expo – Philippine Travel Mart (PTM) and NorthPhil Expo												

	-												
50299050-01	Booth Rental (Structure)	Market and Product Development	NO	NP - Small Value Procurement	September & November	September & November	September & November	September & November	GoP	600,000.00	$\checkmark$	х	
50299050-03	Van Hire	Market and Product Development	NO	NP - Small Value Procurement	September & November	September & November	September & November	September & November	GoP	40,500.00	$\checkmark$	х	
50299050-04	Meals and Accommodation	Market and Product Development	NO	NP - Small Value Procurement	September & November	September & November	September & November	September & November	GoP	199,580.00	$\checkmark$	х	
50203010-00	Office Supplies Expenses	Market and Product Development	NO	NP - Small Value Procurement	September & November	September & November	September & November	September & November	GoP	20,000.00	$\checkmark$	х	
50205020-01	Mobile	Market and Product Development	NO	NP - Small Value Procurement	September & November	September & November	September & November	September & November	GoP	12,000.00	$\checkmark$	х	
	III. Participation to National Travel Fair or Trade Expo – Regional Travel Fair (RTF)												
50299050-03	Van Hire and Airfare	Market and Product Development	NO	NP - Small Value Procurement	June	June	June	June	GoP	90,000.00	$\checkmark$	х	
50299050-01	Booth Rental (Structure)	Market and Product Development	NO	NP - Small Value Procurement	June	June	June	June	GoP	150,000.00	$\checkmark$	х	
50299050-04	Meals and Accommodation	Market and Product Development	NO	NP - Small Value Procurement	June	June	June	June	GoP	50,500.00	$\checkmark$	х	
5029903000	Office Supplies Expenses	Market and Product Development	NO	NP - Small Value Procurement	June	June	June	June	GoP	70,000.00	$\checkmark$	х	
50205020-01	Mobile	Market and Product Development	NO	NP - Small Value Procurement	June	June	June	June	GoP	10,000.00	$\checkmark$	х	
50203070-00	Drug and Medicine Expenses (RT-PCR or Antigen)	Market and Product Development	NO	NP - Small Value Procurement	June	June	June	June	GoP	50,000.00	$\checkmark$	х	
	IV. Farm-Wellness-Eco Adventure- Faith Tourism Circuit and Tour Package Development and Assessment												
50299050-03	Van Hire	Market and Product Development	NO	NP - Small Value Procurement	June, August & November	June, August & November	June, August & November	June, August & November	GoP	121,500.00	$\checkmark$	x	
5029903000	Meals and Accommodation	Market and Product Development	NO	NP - Small Value Procurement	November	November		June, August & November	GoP	605,900.00	$\checkmark$	x	
50205020-01	Mobile	Market and Product Development	NO	NP - Small Value Procurement	June, August & November	GoP	6,000.00	$\checkmark$	х				
	V. CALABARZON Kulinarya Tour												
50299050-03	Van Hire	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	40,500.00	$\checkmark$	х	
5029903000	Meals and Accommodation	Market and Product Development	NO	NP - Small Value Procurement	October	October	October	October	GoP	99,900.00	$\checkmark$	х	
50205020-01	Mobile	Market and Product Development	NO		October	October	October	October	GoP	3,000.00	$\checkmark$	х	

	VI. Media and Travel Trade Invitational Program for Regional Events and Activities												
50299050-03	Van Hire	Market and Product Development	NO	NP - Small Value Procurement	August & September	August & September	August & September	August & September	GoP	54,000.00	V	x	
5029903000	Meals and Accommodation	Market and Product Development	NO	NP - Small Value Procurement	August & September	August & September	August & September	August & September	GoP	313,700.00	V	x	
50205020-01	Mobile	Market and Product Development	NO	NP - Small Value Procurement	August & September	August & September	August & September	August & September	GoP	6,000.00	V	x	
50203010-00	Office Supplies Expenses	Market and Product Development	NO	NP - Small Value Procurement	August & September	August & September	August & September	August & September	GoP	25,000.00	$\checkmark$	х	
50203070-00	Drug and Medicine Expenses (Antigen)	Market and Product Development	NO	NP - Small Value Procurement	August & September	August & September	August & September	August & September	GoP	32,500.00	$\checkmark$	х	
	VII. Branding and PR Support to local festivals and cultural events												
50203010-00	Office Supplies Expenses	Market and Product Development	NO	NP - Small Value Procurement	April to December	April to December	April to December	April to December	GoP	750,000.00	$\checkmark$	x	
	VIII. Production of IEC Materials, AVP and Upgrading of Photo Library												
50203990-00	Other Professional Services (IEC Materials)	Market and Product Development	NO	NP - Small Value Procurement	August	August	August	August	GoP	250,000.00	$\checkmark$	х	
50203990-00	Other Professional Services (AVP and Upgrading of Photo Library)	Market and Product Development	NO	NP - Small Value Procurement	July	July	July	July	GoP	500,000.00	$\checkmark$	х	
	IX. Corporate Giveaways Uniquely CALABARZON												
50203010-00	Purchase of Regular Office Supplies	Market and Product Development	NO	NP - Small Value Procurement	April, July & October	April, July & October	April, July & October	April, July & October	GoP	500,000.00	$\checkmark$	x	
	C. TRAINING												
	I. Online Training on Reassessing Consumer Behavior in 2021												
5029907000	Service Provider (Zoom Online Platform) IV. Online Training on Filipino	TRAINING	NO	NP - Small Value Procurement	February	February	February	February	GoP	3,000.00	$\checkmark$	х	
	Brand of Service Excellence					<b> </b>							
5029907000	Service Provider (Zoom Online Platform) V. Online Training on Destination	TRAINING	NO	NP - Small Value Procurement	March	March	March	March	GoP	3,000.00	$\checkmark$	х	
	Branding and Marketing for the Green Corridor Initiative												

5029907000	Service Provider (Zoom Online Platform)	TRAINING	NO	NP - Small Value Procurement	April	April	April	April	GoP	3,000.00	$\checkmark$	х	
	VI. Integrated TOPCOP (Face to Face)												
5029905003	Van Rental	TRAINING	NO	NP - Small Value Procurement	July & August	July & August	July & August	July & August	GoP	9,600.00	$\checkmark$	х	
5029903000	Meals and Accommodation	TRAINING	NO	NP - Small Value Procurement	July & August	July & August	July & August	July & August	GoP	9,600.00	V	x	
5029905001	Venue	TRAINING	NO	NP - Small Value Procurement	July & August	July & August	July & August	July & August	GoP	9,600.00	$\checkmark$	Х	
5020399000	Training Kit	TRAINING	NO	NP - Small Value Procurement	July & August	July & August	July & August	July & August	GoP	9,600.00	$\checkmark$	Х	
5020301000	Training Supplies	TRAINING	NO	NP - Small Value Procurement	July & August	July & August	July & August	July & August	GoP	9,600.00	$\checkmark$	х	
5020502001	Mobile	TRAINING	NO	NP - Small Value Procurement	July & August	July & August	July & August	July & August	GoP	9,600.00	$\checkmark$	Х	
	VII. Hilot or Massage Training as Livelihood Program for Women in the Community (Face to Face)												
5029905003	Van Rental	TRAINING	NO	NP - Small Value Procurement	August	August	August	August	GoP	30,000.00	$\checkmark$	Х	
5029903000	Meals and Accommodation	TRAINING	NO	NP - Small Value Procurement	August	August	August	August	GoP	80,000.00	$\checkmark$	Х	
5029905001	Venue	TRAINING	NO	NP - Small Value Procurement	August	August	August	August	GoP	30,000.00	$\checkmark$	х	
5020399000	Training Kit	TRAINING	NO	NP - Small Value Procurement	August	August	August	August	GoP	5,000.00	$\checkmark$	Х	
5020301000	Training Supplies	TRAINING	NO	NP - Small Value Procurement	August	August	August	August	GoP	4,200.00	V	x	
5020502001	Communication Expenses (Mobile)	TRAINING	NO	NP - Small Value Procurement	August	August	August	August	GoP	12,000.00	$\checkmark$	x	
	VIII. Tourism Awareness 101 (Face to Face)												
5029905003	Van Rental	TRAINING	NO	NP - Small Value Procurement	September	September	September	September	GoP	30,000.00	$\checkmark$	x	
5029903000	Meals and Accommodation	TRAINING	NO	NP - Small Value Procurement	September	September	September	September	GoP	28,000.00	$\checkmark$	Х	

5029905001	Venue	TRAINING	NO	NP - Small Value Procurement	September	September	September	September	GoP	8,600.00	$\checkmark$	х	
5020399000	Training Kit	TRAINING	NO	NP - Small Value Procurement	September	September	September	September	GoP	3,000.00	V	Х	
5020301000	Training Supplies	TRAINING	NO	NP - Small Value Procurement	September	September	September	September	GoP	3,000.00	V	Х	
5020502001	Communication Expenses (Mobile)	TRAINING	NO	NP - Small Value Procurement	September	September	September	September	GoP	8,000.00	V	x	
	D. TOURISM STANDARDS AND	RESULATIONS											
	DOT Accreditation for Tourism Enterprises (Re- Orientation / Orientation of Accreditation and PAS with Express Accreditation) for CA- LA-BA-R-ZON Provinces												
5029907000	1. Service Provider (Zoom Platform)	Accreditation Unit	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	60,000.00	V	x	To raise tourism standards and update tourism stakeholders. To assist tourism enterprises in processing their DOT Accreditation - Receiving application, evaluation of documents and inspection of tourism enterprises
5029905001	2. Venue Rental (Face to Face)	Accreditation Unit	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	90,000.00	V	x	To raise tourism standards and update tourism stakeholders. To assist tourism enterprises in processing their DOT Accreditation - Receiving application, evaluation of documents and inspection of tourism enterprises
5020201000	3. Meals and Accommodation (Face to Face)	Accreditation Unit	No	NP-53.9 - Small Value Procurement	April	April	April	April	GoP	40,000.00	V	x	To raise tourism standards and update tourism stakeholders. To assist tourism enterprises in processing their DOT Accreditation - Receiving application, evaluation of documents and inspection of tourism enterprises
	II. Conduct of inspection of tourism enterprises												

5029905003	1. Van Hire	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Last week of March	First week of April	April	April	GoP	150,000.00	V	x	To ensure the prescribed timeline for application and processing of applications.
5029903000	2. Meals Accommodation	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Last week of March	First week of April	April	April	GoP	50,000.00	V	x	To ensure the prescribed timeline for application and processing of applications.
	III. Conduct of monitoring of tourism enterprises												
5029905003	1. Van Hire	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	Мау	May	Мау	Мау	GoP	50,000.00	V	x	To monitor and ensure the compliance of DOT accredited tourism enterprises with DOT tourism standards especially with health and safety measures
5029903000	2. Meals Accommodation	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	May	May	May	May	GoP	30,000.00	V	x	To monitor and ensure the compliance of DOT accredited tourism enterprises with DOT tourism standards especially with health and safety measures
	IV. Campaign for DOT Accreditation of Farm Tourism Sites (Orientation and Express Accreditation onsite)												

5029905003	1. Van Hire	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	50,000.00	N	x	To encourage accreditation of the increasing number of farm sites in the region; create awareness to farm owners the benefits of accreditation; and facilitate the processing of accreditation
5029903000	2. Meals and Accommodation	Accreditation Unit	NO	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	30,000.00	V	x	To encourage accreditation of the increasing number of farm sites in the region; create awareness to farm owners the benefits of accreditation; and facilitate the processing of accreditation
	V. Seminar on Preparedness of Accommodation Enterprises during Pandemic Crisis												
5029905001	1. Venue Rental	Accreditation Unit	No	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	50,000.00	N	x	To prepare and educate accommodation enterprises on health and safety measures and protocols during the health (pandemic) crisis
5029903000	2. Meals and Accommodation (Face to Face)	Accreditation Unit	No	NP-53.9 - Small Value Procurement	September	September	September	September	GoP	40,000.00	V	x	To prepare and educate accommodation enterprises on health and safety measures and protocols during the health (pandemic) crisis

	VI. Seminar on "Travel Safe in CALABARZON" for Travel and Tour Agencies												
5029905001	1. Venue Rental	Accreditation Unit	No	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	50,000.00	7	x	To create awareness to travel and tour agencies in preparing and crafting tour packages that incorporates health and safety guidelines and protocols for tourists while promoting the tourist destinations of CALABARZON
5029903000	2. Meals and Accommodation (Face to Face)	Accreditation Unit	No	NP-53.9 - Small Value Procurement	October	October	October	October	GoP	40,000.00	V	x	To create awareness to travel and tour agencies in preparing and crafting tour packages that incorporates health and safety guidelines and protocols for tourists while promoting the tourist destinations of CALABARZON
	E GENERAL ADMINSTRATIVE	AND SUPPORT SERVICE	S										
	I. Human 'Resource Development Integrating GAD Activity												
5029903000	Meals	GAAS	NO	Shopping	March, April, May, July, September, October, November, December	March, April, May, July, September, October, November, December	September, October, November,	March, April, May, July, September, October, November, December	GoP	200,000.00	V	x	Adherence and implementation of GAD Programs (5% of Total Budget)

5020399000	Production of promotional materials	GAAS	NO	NP-53.9 - Small Value Procurement	March, April, May, July, September, October, November, December	May, July,	March, April, May, July, September, October, November, December	March, April, May, July, September, October, November, December	GoP	152,000.00	7	x	Adherence and implementation of GAD Programs (5% of Total Budget)
5021203000	Security	GAAS	NO	Competitive Bidding	year-round	year-round	year-round	year-round	GoP	580,000.00	$\checkmark$	Х	Payment of Security
	IV. Contingency Expenses	GAAS	NO	NP-53.9 - Small Value Procurement	year-round				GoP	40,000.00	$\checkmark$	x	To cover the contingent expenses that may arise to the Regional Office

**Grand Total** 

8,115,870.00

Prepared by:

JHERA SAN VALENTIN BAC Secretariat

Funds Available

Recommending Approval:

Marite T. an

MARITES T. CASTRO BAC Chairman

Approved by:

MICHAEL A. PALISPIS Regional Director

MARIO R. DAGA Budget Officer