

**DEPARTMENT ORDER NO. 2021-011****GUIDELINES ON THE PROCUREMENT OF CORPORATE GIVEAWAYS AND TOKENS****1.0 Purpose**

This Order is being issued to:

- 1.1 provide a standard set of policies and procedures that shall guide all Department of Tourism (DOT) Operating Units (OUs) and Project Officers (POs) in the procurement of corporate giveaways and/or tokens for DOT resource persons, VIP attendees, and tourism partners;
- 1.2 regulate the funds allocated for purchase of corporate giveaways and/or tokens;
- 1.3 monitor the distribution of corporate giveaways and tokens; and
- 1.4 provide other applicable guidelines to ensure adherence to procurement laws, budgeting, accounting and auditing rules and regulations.

2.0 Coverage

These guidelines shall apply to the DOT Central Office (CO) and Regional Offices (ROs).

3.0 Definition of Terms

For purposes of this Order, the following terms shall be defined and understood as follows:

- 3.1 **Head of Office (HO)** refers to the Director in the CO and the Regional Director in the RO.
- 3.2 **Resource Person** refers to any person who, by virtue of his/her expertise in a specific subject area, serve as speaker in seminars, conferences, symposia, training programs, and similar activities.
- 3.3 **Token** refers to any reward or gift of appreciation given to Resource persons/speakers, who are not granted honorarium or other forms of compensation by the Department.
- 3.4 **Corporate Giveaways** refers to any promotional items that may contain the name, logo, address, and contact number of the Department, among others, given to the VIPs (high-ranking elected officials, Cabinet Secretaries, diplomats or foreign dignitaries, Governors, Mayors, and others of similar rank) and tourism stakeholders/partners, in lieu of the honorarium and token.

4.0 Policies and Guidelines

To provide a standard set of guidelines on the procurement of corporate giveaways and/or tokens, the following guidelines are hereby prescribed:

- 4.1 All requests for procurement of corporate giveaways and/or tokens must be covered by an approved Work and Financial Plan (WFP) or approved Project Proposal, with corresponding Budget Estimates (BE) duly endorsed by the Financial and Management Service (FMS) Director and must be within the Annual Procurement Plan (APP).

The BEs must include the list of tokens/corporate giveaways to be procured with the corresponding cost estimates, the quantity or number of items, and the proposed recipients, ensuring that these are in accordance with the table provided in **Annex A**.

- 4.2 The Procurement Management Division (PMD) shall undertake the procurement of corporate giveaways and/or tokens upon submission by the OU or PO concerned of the following documents:

- 4.2.1 Purchase Request (PR);
- 4.2.2 Terms of Reference (TOR) indicating the technical specifications of the items to be procured;
- 4.2.3 approved memorandum request for the procurement of the corporate giveaways and/or tokens;
- 4.2.4 copy of the approved WFP or Project Proposal² with corresponding Budget Estimates (BE);
- 4.2.5 copy of the approved Project Procurement Management Plan (PPMP);
and
- 4.2.6 other pertinent documents necessary to facilitate the procurement of the requirement.

- 4.3 Procurement of corporate giveaways and/or tokens for projects/activities conducted via online platforms, should be undertaken in the region or area where the resource persons are mostly located. For example, if the resource persons for the webinar are mostly from Metro Manila, procurement of corporate giveaways and/or tokens should be undertaken by the DOT CO. Transfer of funds to the RO to procure corporate giveaways and/or tokens is highly discouraged unless the resource persons for the webinar are mostly located in the said region.

- 4.4 The corporate giveaways and/or tokens to be given to the resource persons, consultants, or speakers shall be based on their rank or level of expertise. The maximum allowable cost of corporate giveaways and/or tokens to be procured shall be in accordance with the table provided in the **Annex A**. The rates provided in **Annex A** may also serve as cost basis for the BEs to be prepared by the OUs or POs for their various projects/activities.

² The approved Project Proposal should clearly indicate the fund source from which the expenses shall be charged.

4.5 No OU or PO shall engage the services of a supplier unless there is an approved award of contract through the Bids and Awards Committee (BAC) or an abstract of quotations from the PMD, as the case may, an appropriate funding through Obligation Request and Status/Budget Utilization Request and Status (ORS/BURS) has been allocated by the Budget Division (BD), and a Purchase Order or contract has been reviewed by the Legal Affairs Service, (LAS), as the case may be.

4.6 Delivery of the corporate giveaways and/or tokens must be coordinated with the General Services Division-Supply and Property Section for receipt, recording, and inspection, prior to final acceptance and issuance to the OU or PO.

4.7 Acknowledgement Receipt (AR) for the received corporate giveaways and/or tokens must be submitted to the FMS-Accounting Division to facilitate payment.

5.0 Monitoring

The PMD shall ensure strict adherence to these guidelines and other relevant issuances in the procurement of corporate giveaways and/or tokens. On the other hand, the Heads of Offices shall ensure that the provisions of this Order are strictly observed.

6.0 Saving Clause

Other matters not covered by the provisions of this Order shall be referred to the OSEC.

7.0 Repealing Clause

All provisions of existing issuances relative to the procurement of corporate giveaways and/or tokens are hereby repealed.

8.0 Effectivity

The provisions under this Order shall take effect immediately and shall remain in force unless sooner revoked.

Immediate dissemination of and strict compliance with this Order is hereby directed.

15 February 2021

BERNADETTE ROMULO-PUYAT
Secretary



Maximum Allowable Cost for Corporate Giveaways and Tokens

Category	Recipient		Maximum Cost
A1	VIPs	High-ranking Elected Official Cabinet Secretary Diplomat or Foreign Dignitary Governor Mayor Others of similar rank	PhP 3,000.00
A2	Public Officials	Undersecretary/OIC Assistant Secretary/OIC	PhP 2,000.00
	Private Sector Officers	Chief Executive Officer Chief Operating Officer Vice Presidents Others of similar rank	
A3	Public Officials	Director/OIC Division Chief/OIC	PhP 1,500.00
	Private Sector Officers	Middle Manager and others of similar rank	
A4	Public Officials	Supervising Administrative Officer or those with supervisory functions	PhP 1,000.00
	Private Sector Officers	Lower Middle Management and others of similar rank	
A5	Public Sector	Staff	PhP 600.00
	Private Sector	Others	