



DEPARTMENT OF TOURISM REGIONAL OFFICE II

ANNUAL PROCUREMENT PLAN FOR FY 2026

☐ INDICATIVE ☒ FINAL ☐ UPDATED [Version No. ____]

PROCUREMENT PROJECT DETAILS						PROJECTED TIMELINE (MM/YYYY)		FUNDING DETAILS		PROCUREMENT STRATEGY OR TOOLS	REMARKS (Other relevant descriptions of the procurement project, if applicable)
Project Title	End-User or Implementing Unit	General Description of the Project	Mode of Procurement	To be covered by an Early Procurement Activity? (Yes/No)	Criteria for Bid Evaluation (Including Sustainability and Domestic Preference)	Start of Procurement Activity	End of Procurement Activity	Source of Fund	Estimated Budget / Approved Budget for the Contract (PhP)		
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12
General Requirements											
Travelling Expenses - Local (TEV)	TDP/IT/PMD/GAS/SDRAME	Incidental expenses of staff during official travels - local	N/A	No	N/A	N/A	N/A	GAA 2026-Current Funds	1,878,846.24		Incidental expenses of staff during official travels-local (E.O. 77)
Travelling Expenses - Local (Plane fare and terminal fees)	TDP/IT/PMD/SDRAME	Travelling Expenses for the conduct of various activities stated in the Work and Financial Plan	SVP / Direct	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	433,700.00		Attendance to planning, statistics, alignment workshops, visit to House of Representatives among others
Training Expenses (Accommodation, Meals, Snacks and Venue Rental)	TDP/IT/SDRAMI	Procurement of Meals, snacks and training venue for the conduct of various trainings	SVP	No	Lowest Calculated Responsive Bid	May	June	GAA 2026-Current Funds	1,362,900.00		Training Expenses for the whole year
Office Supplies Expenses	TDP/GAS/SDRAMI	Common Office Supplies for the day-to-day operation of the unit and for the conduct of the different PAPs	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	229,653.40		Office Supplies not available through DBM Procurement Service
Other Supplies and Materials Expenses	TDP/IT/PMD/GAS/SDRAME	Supply and delivery of various Local products/Product sample to be given as token during the Local, Regional and National Events, IEC Materials and Training Kits	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	3,327,542.64		Expenses of other office supplies for the whole year
Fuel, Oil, and Lubricants Expenses	TDP/IT/PMD/GAS/SDRAME	Fuel - Office Vehicle to be used for the conduct of various activities stated in the Work and Financial Plan	Direct Contracting	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	756,000.00		Expenses for the Fuel, Oil and Lubricants for the whole year
Water Expenses	GAS	Payment of Utility Expenses	Agency-to-Agency	No	N/A	January	December	GAA 2026-Current Funds	30,000.00		Water Expense for the whole year

Electricity Expenses	GAS	Payment of Utility Expenses	Agency-to-Agency	No	N/A	January	December	GAA 2026-Current Funds	650,000.00		Electricity Expense for the whole year
Telephone Expenses	GAS	Payment of Telephone Services	Direct Contracting/S	No	N/A	January	December	GAA 2026-Current Funds	80,000.00		Telephone Expense for the whole year
Postage and Courier Expenses	GAS	Payment of Courier and Postage Services	Direct Contracting/S	No	N/A	January	December	GAA 2026-Current Funds	8,000.00		Printing and Publication expense for the whole year
Security Services	GAS	Procurement of Security Services	SVP	No	Lowest Calculated Responsive Bid	<i>December of the previous year</i>	<i>January of the succeeding year</i>	GAA 2026-Current Funds	920,000.00		Security Service for the whole year
Legal Services	GAS	Payment of Legal Services	Direct Contracting/S	No	N/A	January	December	GAA 2026-Current Funds	4,000.00		Legal Service for the whole year
Other Professional Services	TDP/IT/PMD/GAS/SDRAME	Honorarium for Resource Speakers in conducting various training and Hiring of Job Order Personnel	Direct Contracting/S	No	N/A	January	December	GAA 2026-Current Funds	10,072,152.72		Other Professional Other Professional for the whole year
Fidelity Bond Premiums	GAS	Payment of Fidelity Bond Premium of Accountable Officers	Agency-to-Agency	No	N/A	N/A	N/A	GAA 2026-Current Funds	38,000.00		Fidelity Bond Fidelity Bond for the whole year
Insurance Expenses	GAS	Payment of Insurance Premium of Service Vehicles and Building	Agency-to-Agency	No	N/A	N/A	N/A	GAA 2026-Current Funds	73,000.00		Insurance Expense for the whole year
Printing and Publication Expenses	TDP	Printing and binding of RTDP 2028-2030-25 copies	SVP	No	Lowest Calculated Responsive Bid	May	June	GAA 2026-Current Funds	100,000.00		Printing and Publication expense for the whole year
Advertising Expense	PMD	Payment for the maintenance of DOT website	Direct Contracting	No	N/A	January	December	GAA 2026-Current Funds	50,000.00		Advertising Expens for the whole year
Representation Expenses	GAS/PMD	Meals and snacks for the conduct of various tourism activites in the promotion and development of tourism products in the region; Reception and hosting of DOT guests from various sectors and activities	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	1,675,000.00		Representation Expense for the whole year
Extraordinary and Miscellaneous Expenses	GAS/SDRAME	Extraordinary and Miscellaneous Expenses (EME) of the Regional Director Other incidental expenses during the conduct of Mid-Year Retooling for Accreditation Officers	N/A	No	N/A	N/A	N/A	GAA 2026-Current Funds	139,100.00		Extraordinary and Miscellaneous Expense for the whole year
Rents - Motor Vehicle	TDP/PMD/SDRAME	be used for the conduct of various activities stated in the Work and Financial Plan	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	986,000.00		Rents - Motor Vehicles for the whole year
Repair and Maintenance - Information and Communication Technology	TDP/GAS/SDRAME	Repair and maintenance of printers, desktops, laptops and others	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	113,000.00		Repair and maintenance expense for ICT for the whole year
Repair and Maintenance - Transportation Equipment (Motor Vehicles)	GAS/SDRAME	Repair and maintenance office vehicle	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	74,000.00		Repair and maintenance expense for Transportation Equipment for the whole year
Repair and Maintenance - Office Equipment	GAS/SDRAME	Repair and maintenance of printers, desktops, laptops and device for inspection	SVP	No	Lowest Calculated Responsive Bid	January	December	GAA 2026-Current Funds	77,000.00		Repair and maintenance expense for Office Equipment for the whole year

Miscellaneous Items (for Direct Acquisition only) Sec 32.2 of RA No. 12009											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM (kindly indicate the summary/total amounts only)											
Common Use Supplies and Equipment (CSE) to be purchased from PS-DBM	TDP/IT/GAS/S DRAME	Procurement and Delivery of Supplies and Materials	Agency-to-Agency	No	N/A	January/July	January/July	GAA 2026-Current Funds	180,105.00		Common Use Supplies and Equipment available at DBM PS

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Note: Insert additional rows as necessary

Total Amount of Estimated Budget for EPA Projects:	-
Total Amount of CSEs to be purchased from PS-DBM:	180,105.00
Total Amount of Estimated Budget:	23,258,000.00

Prepared by:

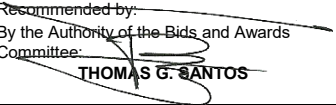

KRISTINE A. WANDAS

Signature over Printed Name
Position/Designation
Bids and Awards Committee Secretariat

Date : January 31, 2026

Recommended by:


By the Authority of the Bids and Awards Committee:


THOMAS G. SANTOS

Signature over Printed Name
Position/Designation
Bids and Awards Committee Chairperson

Date : January 31, 2026

Approved by:


TROY ALEXANDER G. MIANO, LPT, DPA, CESO III

Signature over Printed Name
Position/Designation
Head of the Procuring Entity

Date : January 31, 2026