



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE



05 September 2023

ATTY. ROWENA CANDICE M. RUIZ
Executive Director V
Technical Support Office
Government Procurement Policy Board
Unit 2506 Raffles Corporate Center
F. Ortigas Jr. Rd., Pasig City

Attention: Monitoring Division

Dear Exec. Dir. Ruiz:

We are pleased to submit the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE'S (DOST-STII) **INDICATIVE ANNUAL PROCUREMENT PLAN NON-CSE** (Indicative APP NON-CSE) for **FY 2024**

Thank you.

Very truly yours,


RICHARD P. BURGOS
Director

DOST-Science and Technology Information Institute Indicative Annual Procurement Plan for FY 2024

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 (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	TRAVELING EXPENSES												
	Traveling Expenses - Local	FAD/IRAD/CRP D/DOSTv	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	As the need arises	As the need arises	GoP	2,989,000.00	2,989,000.00		
	Traveling Expenses - Foreign	FAD/IRAD/CRP D/DOSTv	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	As the need arises	As the need arises	GoP	100,000.00	100,000.00		
	TRAININGS AND SEMINARS EXPENSES												
	ICT Training Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	511,000.00	511,000.00		
	Other Training Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	800,000.00	800,000.00		
	SUPPLIES AND MATERIALS EXPENSES												
	Office Supplies Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	1,920,000.00	1,920,000.00		
	ICT Office Supplies Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	1,369,920.00	1,369,920.00		
	Accountable Forms Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	Fuel, Oil and Lubricants Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	As the need arises	As the need arises	GoP	320,000.00	320,000.00		
	Textbooks and Instructional Materials Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	1,000,000.00	1,000,000.00		
	Semi-Expendable Machinery and Equipment Expenses (ICT Equipment)	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	243,000.00	243,000.00		
	Other Supplies and Materials Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	290,000.00	290,000.00		
	UTILITY EXPENSES												
	Water Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	90,000.00	90,000.00		

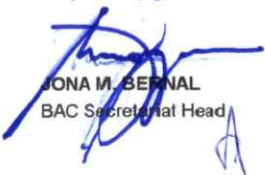
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	Electricity Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	2,100,000.00	2,100,000.00	
COMMUNICATION EXPENSES												
	Postage and Courier Services	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	310,000.00	310,000.00	
	Mobile	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	280,000.00	280,000.00	
	Landline	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00	
SUBSCRIPTIONS												
	Internet Subscription Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	271,000.00	271,000.00	
	Cable, Satellite, Telegraph and Radio Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	110,000.00	110,000.00	
	Other Subscription Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	170,000.00	170,000.00	
	Extraordinary and Miscellaneous Expenses	FAD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	136,000.00	136,000.00	
PROFESSIONAL SERVICES												
	Legal Services	FAD/IRAD/ CRPD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	283,000.00	283,000.00	
	Auditing Services	FAD/IRAD/ CRPD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	40,000.00	40,000.00	
	ICT Consultancy Services	DOST-STII	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	2,214,000.00	2,214,000.00	
	Commissioning of Conduct of DOST S&T Awareness Survey for FY 2024	IRAD/CRPD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,200,000.00	1,200,000.00	
	Media Monitoring Services for FY 2024	CRPD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,100,000.00	1,100,000.00	
	Janitorial Services	DOST-STII	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,100,000.00	1,100,000.00	c/o: DOST-CO
	Security Services	DOST-STII	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,400,000.00	1,400,000.00	c/o: DOST-CO
	STARBOOKS Impact Assessment Study	IRAD	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	900,000.00	900,000.00	
	Production of "Siensikat: Pinoy Popular Science Para Sa Lahat" Magazine Show for FY 2024	DOSTv	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	4,500,000.00	4,500,000.00	
	Other Professional Services	FAD/IRAD/CRP D/ DOSTv	NO	Competitive Bidding	As the need arises	As the need arises	As the need arises	As the need arises	GoP	2,017,000.00	2,017,000.00	
REPAIR AND MAINTENANCE												
	Buildings	FAD/IRAD/CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	275,000.00	275,000.00	
	Machinery	FAD/IRAD/CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	140,000.00	140,000.00	
	Office Equipment	FAD/IRAD/CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	40,000.00	40,000.00	
	Motor Vehicles	FAD/IRAD/CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00	
										-		
	Taxes, Duties and Licenses	FAD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	15,000.00	15,000.00	
										-		
	Fidelity Bond Premiums	FAD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	47,000.00	47,000.00	
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	Insurance Expenses	FAD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	40,000.00	40,000.00	

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Advertising Expenses										-	-	-
Production and Promotion of STARBOOKS Campaign in Social Media Platforms for FY 2024	IRAD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,100,000.00	1,100,000.00		
Social Media Advertising and Online Marketing for DOSTv Online Platforms for FY 2024	DOSTv	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	2,000,000.00	2,000,000.00		
Airtime on National Broadcast Media	DOSTv	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	As the need arises	N/A	As the need arises	As the need arises	GoP	2,056,000.00	2,056,000.00		
Printing and Publication Expenses										-	-	-
One (1) Lot Printing of DOST-STII Publications for FY 2024	CRPD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	2,100,000.00	2,100,000.00		
Other Printing and Publication Expenses	CRPD	NO	NP-53.9 - Small Value Procurement	April	N/A	April	May	GoP	969,000.00	969,000.00		
Representation Expenses										-	-	-
STARBOOKS Deployment workshop Regional Focal Officers	IRAD	NO	NP-53.10 Lease of Real Property and Venue	February	N/A	February	February		300,000.00	300,000.00		
STARBOOKS Deployment workshop Regional and PSTC's Focal Officers	IRAD	NO	NP-53.10 Lease of Real Property and Venue	May	N/A	May	May	GoP	700,000.00	700,000.00		
STARBOOKS Regional Convention (4 Regions)	IRAD	NO	NP-53.10 Lease of Real Property and Venue	November	N/A	November	November	GoP	1,500,000.00	1,500,000.00		
Other Representation Expenses	IRAD/CRPD/ FAD	NO	NP-53.10 Lease of Real Property and Venue	As the need arises	N/A	As the need arises	As the need arises	GoP	3,453,000.00	3,453,000.00		
RENTAL/LEASE										-	-	-
Rents - Motor Vehicles	IRAD/CRPD/ DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	574,000.00	574,000.00		
Rents - Equipment	IRAD/CRPD/ DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	365,000.00	365,000.00		
ICT Subscription Software										-	-	-
Procurement of Various Software Subscriptions for FY 2024	IRAD/CRPD/ DOSTv	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	2,538,080.00	2,538,080.00		
Other ICT Subscription Expenses	FAD/IRAD/CRPD/ DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	437,000.00	437,000.00		
Other Maintenance and Operating Expenses	DOST-STII	YES	Competitive Bidding	As the need arises	N/A	As the need arises	As the need arises	GoP	608,000.00	608,000.00		
Infrastructure Project										-	-	-
Conversion of Atrium to Library Makerspace	DOST-STII	YES	Competitive Bidding	Nov-23	Dec-23	January	January	GoP	6,828,000.00		6,828,000.00	
Improvement of DOST-STII Grounds and Facilities	DOST-STII	YES	Competitive Bidding	Nov-23	Dec-23	January	January	GoP	6,062,000.00		6,062,000.00	
Total:										60,221,000.00	47,331,000.00	12,890,000.00

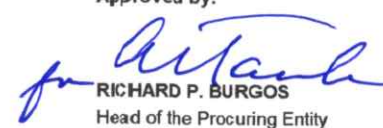
Prepared by:


IONA M. BERNIAL
 BAC Secretariat Head

Recommended for Approval by:


ALAN C. TAULE
 BAC Chairperson

Approved by:


RICHARD P. BURGOS
 Head of the Procuring Entity



APPENDIX "1"

POSTING CERTIFICATION

This is to certify that the **DOST-Science and Technology Information Institute** has posted its **Indicative APP Non-CSE for FY 2024** on 06 **September 2023**, its agency website and can be accessible through this link: <https://stii.dost.gov.ph/transparency>.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 06 of September, 2023.

JONA M. BERNAL
Head, Bids and Awards Committee Secretariat