

DEPARTMENT OF SCIENCE AND TECHNOLOGY - SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST- STII)

Annual Procurement Plan for FY 2016

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity										Source of Funds		Estimated Budget (PHP)		Remarks (brief description of Program/Project)
				Pre-Proc Conference	Advs/Post of IAEBS	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover			
	Travelling Expenses																	
	Local	CRPD/IRAD/ FAD	n.a														1,650,000.00	
	Foreign	CRPD/IRAD	n.a														250,000.00	
	Training and Seminars Expenses																	
		CRPD/IRAD/ FAD	Small Value Procurement														1,130,000.00	
	Supplies and Materials Expenses																	
	ICT	CRPD/IRAD/ FAD	Procurement Service/Small Value Procurement/ Shopping														1,690,000.00	
	Office Supplies	CRPD/IRAD/ FAD	Procurement Service/Small Value Procurement/ Shopping														8,532,865.67	
	Gasoline, Oil and Lubricant	FAD	Small Value Procurement/ Shopping														200,000.00	
	Books and References	IRAD	Small Value Procurement/ Shopping														500,000.00	
	Utility Expenses																	
	Electricity	FAD	Direct Contracting														2,400,000.00	
	Water	FAD	Direct Contracting														100,000.00	
	Communication Expenses																	
	Postage and Deliveries	CRPD/IRAD/ FAD	Direct Contracting														170,000.00	
	Landline	CRPD/IRAD/ FAD	Direct Contracting														1,200,000.00	
	Mobile	CRPD/IRAD/ FAD	Direct Contracting														750,000.00	
	Internet	CRPD/IRAD/ FAD	Direct Contracting														448,000.00	
	Cable TV Subscription																	
		CRPD/IRAD/ FAD	Direct Contracting														100,000.00	
	Professional Services																	
	Janitorial Services	FAD	Competitive Bidding														1,090,000.00	
	Security Services	FAD	Competitive Bidding														1,050,000.00	
	CRPD Conduct and Facilitate Survey	CRPD	Competitive Bidding														1,000,000.00	
	ISO Certification and Consultancy	FAD	Direct Contracting														300,000.00	
	Legal Consultancy	FAD	Direct Contracting														240,000.00	
	Repair and Maintenance																	
	Buildings	FAD	Competitive Bidding/Small Value Procurement/ Shopping														2,500,000.00	
	Office Equipment	CRPD/IRAD/ FAD	Small Value Procurement/ Shopping														300,000.00	

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	ICT Equipment	CRPD/IRAD/ FAD	Small Value Procurement/Shopping													600,000.00		
	Motor Vehicle	FAD	Small Value Procurement/Shopping													250,000.00		
	Furniture and Fixtures	CRPD/IRAD/ FAD	Small Value Procurement/Shopping													150,000.00		
	Machinery and Equipment	CRPD/IRAD/ FAD	Small Value Procurement/Shopping													400,000.00		
	Advertising Expenses	CRPD/FAD	Small Value Procurement/Shopping													150,000.00		
	Printing and Publication Expenses																	
	Digital Publication (S & T Post and others)	CRPD	Small Value Procurement/Shopping													300,000.00		
	Development of Android Digital Publication	CRPD	Small Value Procurement/Shopping													200,000.00		
	2015 STII Performance Report	CRPD	Small Value Procurement/Shopping													109,500.00		
	Philippine Journal of Science (Regular Issue)	CRPD	Small Value Procurement/Shopping													270,000.00		
	Philippine Journal of science (Supplementary Issue)	CRPD	Small Value Procurement/Shopping													185,000.00		
	S & T Digest	CRPD	Small Value Procurement/Shopping													300,000.00		
	Balilang RapiDOST	CRPD	Small Value Procurement/Shopping													300,000.00		
	S & T Post	CRPD	Competitive Bidding													1,100,000.00		
	Various Tarapaulin/ Corporate Wrapper	CRPD/IRAD/ FAD	Small Value Procurement/Shopping													250,000.00		
	Various Brochures and References	CRPD/IRAD/ FAD	Small Value Procurement/Shopping													200,000.00		
	Binding and Rebinding of Books	IRAD	Small Value Procurement/Shopping													60,000.00		
	Representation Expenses	DOST-STII	Competitive Bidding/Small Value Procurement/Shopping													1,500,000.00		
	Equipment Rental Expenses	FAD	Small Value Procurement/Shopping													430,000.00		
	Supply and Installation of Water Tank and Pump	DOST-STII	Small Value Procurement/Shopping													300,000.00		
	Backyard Landscaping	DOST-STII	Small Value Procurement													100,000.00		

2

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	Conduct Pest Control		Small Value Procurement												150,000.00	150,000.00		
	Newspaper subscription		Small Value Procurement												77,387.00	77,387.00		
	Other Subscription Expenses		Small Value Procurement/Shopping												280,000.00	280,000.00		
	Supply and Delivery of ICT Equipment		Competitive Bidding												3,155,000.00		3,155,000.00	

Prepared and Consolidated by:

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