



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



ISO 9001:2015  
Certificate No. 50500772 QM15

26 January 2021

**ATTY. ROWENA CANDICE M. RUIZ**  
Executive Director IV  
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 **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE's (DOST-STII) UPDATED Annual Procurement Plan Non -CSE (APP Non-CSE) for FY 2020**. Attached with this letter are the copy of the updated APP 2020 and Posting Certification of the mentioned document.

Thank you.

Very truly yours,

**RICHARD P. BURGOS**  
Director

**Department of Science and Technology - Science and Technology Information Institute (DOST-STII) Annual Procurement Plan for FY 2020**

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)
					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	<b>Travelling Expenses</b> Local Foreign	CRPD/IRAD/FAD CRPD/IRAD/FAD		Agency to Agency	To be availed/ procured as the need arises				GAA	2,380,000.00	2,380,000.00		
				Agency to Agency	To be availed/ procured as the need arises				GAA	170,000.00	170,000.00		
2	<b>Training and Seminars Expenses</b>	CRPD/IRAD/FAD		Small Value Procurement	Based on the training schedules or as need arises				GAA	1,670,000.00	1,670,000.00		
3	<b>Supplies and Materials Expenses</b>  Office Supplies	CRPD/IRAD/FAD/DOSTV CRPD/IRAD/FAD/DOSTV		Small Value Procurement	to be availed/ procured as the need arises/to be procured through PS-Virtual Store				GAA	2,021,000.00	2,021,000.00		Registered at PS-Virtual Store/The Agency are yet to receive new password from PS as of 01/17/2020
				Small Value Procurement					GAA	960,000.00	960,000.00		Registered at PS-Virtual Store/The Agency are yet to receive new password from PS as of 01/17/2020
	ICT Other Supplies	STII		Small Value Procurement					GAA	3,388,000.00	3,388,000.00		
	Fuel, Oil and Lubricant	FAD/STARBOOKS/DOSTV		Small Value Procurement	To be availed/ procured as the need arises				GAA	320,000.00	320,000.00		
	Books and References	IRAD		Competitive Bidding	1st Posting- 11/12/2019 2nd Posting -1/7/2020	1st Opening-12/2/2019 2nd Opening - 1/28/2020	1/14/2020	Purchase Order- 1/28/2020	GAA	1,000,000.00	1,000,000.00		
4	<b>Utility Expenses</b> Electricity Water	FAD/DOSTV FAD/DOSTV		Direct Contracting	Paid monthly				GAA	2,130,000.00	2,130,000.00		
				Direct Contracting	Paid monthly				GAA	91,000.00	91,000.00		
5	<b>Communication Expenses</b> Postage and Deliveries Landline	CRPD/IRAD/FAD/DOSTV CRPD/IRAD/FAD		Direct Contracting	Subscription paid monthly				GAA	188,000.00	188,000.00		
				Direct Contracting	Subscription paid monthly				GAA	310,000.00	310,000.00		
	Mobile Internet	CRPD/IRAD/FAD/DOSTV CRPD/IRAD/FAD/DOSTV		Direct Contracting	Subscription paid monthly				GAA	512,000.00	512,000.00		
				Direct Contracting	Subscription paid monthly				GAA	325,000.00	325,000.00		
6	<b>Cable TV Subscription</b>	CRPD/IRAD/FAD		Direct Contracting	Subscription paid monthly				GAA	56,000.00	56,000.00		
7	<b>Professional Services</b> Auditing Services Janitorial Services	STII STII		Small Value Procurement					GAA	40,000.00	40,000.00		
				Competitive Bidding	11/25/2019	12/17/2019			GAA	1,050,000.00	1,050,000.00		NTP Issued/Contract Signed
	Security Services Legal Services	STII STII		Competitive Bidding	11/25/2019	12/17/2019			GAA	1,025,000.00	1,025,000.00		NTP Issued/Contract Signed
				Small Value Procurement					GAA	263,000.00	263,000.00		
	Labor and Wages	STII		Small Value Procurement					GAA	7,399,000.00	7,399,000.00		
	Other Professional Services	STII		Competitive Bidding	12/6/2019	1/7/2020			GAA	5,222,000.00	5,222,000.00		NTP Issued/Contract Signed
				Competitive Bidding	1st Posting- 11/12/2019 2nd Posting -12/6/2019	1st Opening-12/2/2019 2nd Opening -1/7/2020	1/14/2020	1/30/2020	GAA	1,000,000.00	1,000,000.00		NTP Issued/Contract Signed
	Survey Commissioning Audit Surveillance	STII STII		Small Value Procurement					GAA	60,000.00	60,000.00		

**Department of Science and Technology - Science and Technology Information Institute (DOST-STII) Annual Procurement Plan for FY 2020**

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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
8	<b>Repair and Maintenance</b> Building Office Equipment ICT Equipment Motor Vehicle Furnitures and Fixtures Machineries	STII CRPD/IRAD/FAD CRPD/IRAD/FAD FAD CRPD/IRAD/FAD CRPD/IRAD/FAD	Small Value Procurement Small Value Procurement Small Value Procurement Small Value Procurement Small Value Procurement Small Value Procurement	To be availed/ procured as the need arises				GAA	375,000.00	375,000.00			
				To be availed/ procured as the need arises									
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				To be availed/ procured as the need arises									
9	<b>Advertising Expenses</b>	FAD/DOSTv/CRPD	Competitive Bidding	12/6/2019	1/7/2020	1/14/2020	1/28/2020	GAA	9,550,000.00	9,550,000.00		NTP Issued/Contract Signed	
10	<b>Printing and Publication Expenses</b>  Printing of STII Publication CY 2020  Printing of STII 2019 Annual Report  Printing of Phil. Science of Journal (regular issue)  Other Printing and Publication expenses	CRPD  CRPD  CRPD  STII	Competitive Bidding  Small Value Procurement  Competitive Bidding  Small Value Procurement	1st Posting- 11/12/2019 2nd Posting -1/7/2020	1st Opening-12/2/2019 2nd Opening - 1/28/2020			GAA	1,810,000.00	1,810,000.00		NTP Issued/Contract Signed	
												NTP Issued/Contract Signed	
												Included in the conducted competitive bidding for STII Publications	
11	<b>Representation Expenses</b>	DOST-STII	Competitive Bidding	To be availed/ procured as the need arises				GAA	6,042,000.00	6,042,000.00			
12	<b>Equipment Rental Expenses</b>	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	765,000.00	765,000.00			
13	<b>Motor Vehicle Rental Expenses</b>	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	435,000.00	435,000.00			
14	<b>Other Subscription Expenses</b>	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	92,000.00	92,000.00			
15	<b>Other MOOE</b>	CRPD/IRAD/OD	Small Value Procurement	To be availed/ procured as the need arises				GAA	684,000.00	684,000.00			
16	<b>Extra-ordinary &amp; Miscellaneous Expenses</b>	FAD		To be availed/ procured as the need arises				GAA	118,000.00	118,000.00			

**Department of Science and Technology - Science and Technology Information Institute (DOST-STII) Annual Procurement Plan for FY 2020**


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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
17	Tax, Duties and Licenses		FAD		To be availed/ procured as the need arises				GAA	5,000.00	5,000.00		
18	Fidelity Bond Premium		FAD						GAA	60,000.00	60,000.00		
19	Insurance Expenses		FAD						GAA	70,000.00	70,000.00		
20	Office Equipment	CRPD/IRAD/FAD		Competitive Bidding	1st Posting- 11/12/2019 2nd Posting -1/7/2020	1st Opening-12/2/2019 2nd Opening - 1/28/2020			GAA	3,780,000.00		3,780,000.00	Posted as RFQ. NOA and PO Issued  NTP Issued/Contract Signed
					11/12/2019	12/2/2019	1/14/2020	1/29/2020					
21	ICT, Communication and Printing Equipment	DOST-STII		Competitive Bidding	11/12/2019	12/2/2019	1/14/2020	Purchse Order- 1/28/2020	GAA	1,797,000.00		1,797,000.00	
22	Other Machinery and Equipment	CRPD/IRAD/FAD		Competitive Bidding					GAA	200,000.00		200,000.00	PO issued
23	Furniture and Fixtures	IRAD		Competitive Bidding					GAA	255,000.00		255,000.00	PO issued

TOTAL **58,949,000.00**

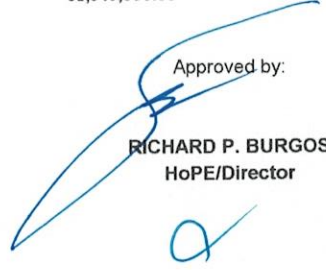
Prepared and Consolidated by:

Recommending Approval:

Approved by:

  
**JONA M. BERNAL**  
 Head, BAC Secretariat  
 Administrative Officer V, Property Section

  
**ALAN C. TAULE**  
 BAC Chairperson  
 Chief SRS,IRAD

  
**RICHARD P. BURGOS**  
 HoPE/Director



## APPENDIX "1"

### POSTING CERTIFICATION

This is to certify that the **DOST-Science and Technology Information Institute** has posted its **UPDATED Annual Procurement Plan (APP)** for FY 2020 on **26 January 2021**, 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 26 of January, 2021.

  
JONA M. BERNAL

Head, Bids and Awards Committee Secretariat