

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

Code (PAP)	Procurement Program/Project	Is this an Early Procurement Activity? (Yes/No)	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	Travelling Expenses Local	NO	CRPD/IRAD/FAD	Agency to Agency					GAA	1,550,753.32	1,550,753.32		
					To be availed/ procured as the need arises								
2	Training and Seminars Expenses ICT Training Expenses Training Expenses	NO NO	CRPD/IRAD/FAD CRPD/IRAD/FAD	Small Value Procurement Small Value Procurement					GAA GAA	670,000.00 800,000.00	670,000.00 800,000.00		
					Based on the training schedules or as need arises								
					Based on the training schedules or as need arises								
3	Supplies and Materials Expenses Office Supplies ICT Supplies Accountable Form Expenses Fuel, Oil and Lubricant Textbooks and Instructional Materials Expenses Other Supplies and Materials Expenses	NO NO NO NO YES NO	CRPD/IRAD/FAD/DCST v CRPD/IRAD/FAD/DCST v STII FAD/STARBOOKS/DO STv IRAD STII	Agency to Agency/ SVP Small Value Procurement/Shopping Small Value Procurement Small Value Procurement/Shopping Competitive Bidding/SVP Competitive Bidding/Shopping/NP					GAA GAA GAA GAA GAA	1,849,690.46 860,000.00 1,000.00 351,209.25 1,000,000.00 2,592,005.84	1,849,690.46 860,000.00 1,000.00 351,209.25 1,000,000.00 2,592,005.84		
					to be availed/ procured as the need arises/to be procured through PS-Virtual Store								
					To be availed/ procured as the need arises								
					To be availed/ procured as the need arises								
					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					Purchase Order signed/ NTP issued
					To be availed/ procured as the need arises								
4	Utility Expenses Electricity Water	NO NO	FAD/DOSTV FAD/DOSTV	Direct Contracting Direct Contracting					GAA GAA	2,332,921.42 91,000.00	2,332,921.42 91,000.00		
					Paid monthly								
					Paid monthly								
5	Communication Expenses Postage and Deliveries Landline Mobile Internet	NO NO NO NO	CRPD/IRAD/FAD/DCST v CRPD/IRAD/FAD CRPD/IRAD/FAD/DCST v CRPD/IRAD/FAD/DCST v	Direct Contracting Direct Contracting Direct Contracting Direct Contracting					GAA GAA GAA GAA	318,600.72 260,000.00 493,591.81 325,000.00	318,600.72 260,000.00 493,591.81 325,000.00		
					To be availed/ procured as the need arises								
					Subscription paid monthly								
					Subscription paid monthly								
					Subscription paid monthly								
6	Cable TV Subscription	NO	CRPD/IRAD/FAD	Direct Contracting					GAA	56,000.00	56,000.00		
					Subscription paid monthly								
7	Reward and Incentives	NO	STII	Small Value Procurement					GAA	50,000.00	50,000.00		
					To be availed/ procured as the need arises								
8	Professional Services Auditing Services Janitorial Services	NO NO	STII STII	Small Value Procurement Competitive Bidding					GAA GAA	40,000.00 1,050,000.00	40,000.00 1,050,000.00		
					To be availed/ procured as the need arises								
					11/25/2019	12/17/2019							Bidder thru DOST-Centralized Procurement. NOA, Contract and ,NTP are still at the Office of the DOST Secretary for approval

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					Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Security Services	NO	STII	Competitive Bidding	11/25/2019	12/17/2019			GAA	1,025,000.00	1,025,000.00		Bidder thru DOST-Centralized Procurement. NOA, Contract and NTP are still at the Office of the DOST Secretary for approval
	Legal Services	NO	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	263,000.00	263,000.00		
9	Labor and Wages	NO	STII	Small Value Procurement					GAA	7,399,000.00	7,399,000.00		
	Other Professional Services	YES	STII	Competitive Bidding/SVP	12/6/2019	1/7/2020	1/14/2020	2/3/2020	GAA	5,347,900.00	5,347,900.00		Contract Signed/ NTP issued
	Survey Commissioning	YES	STII	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 and Contract signed
	Repair and Maintenance												
	Building	NO	STII	Small Value Procurement	7/30/2020	8/5/2020	8/20/2020		GAA	325,000.00	325,000.00		Supply, Delivery, Repair and Installation of DOST-STII Office Cubicles and Glass and Acrylic Partitions/ NOA Signed
	Office Equipment	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	25,000.00	25,000.00		
	ICT Equipment	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	25,000.00	25,000.00		
	Taxes, Duties & Licenses	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	7,495.18	7,495.18		
	Fidelity Bond Premiums	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	62,501.25	62,501.25		
	Insurance Expenses	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	75,000.00	75,000.00		
Motor Vehicle	NO	FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	300,000.00	300,000.00			
	Furnitures and Fixtures	NO	CRPD/IRAD/FAD	Small Value Procurement	7/30/2020	8/5/2020	8/20/2020		GAA	30,000.00	30,000.00		Supply, Delivery, Repair and Installation of DOST-STII Office Cubicles and Glass and Acrylic Partitions/ NOA Signed
	Machinery	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	5,000.00	5,000.00		
10	Advertising Expenses	YES	FAD/DOST/CRPD	Competitive Bidding/SVP	12/6/2019	1/7/2020	1/14/2020	1/28/2020	GAA	9,150,000.00	9,150,000.00		Contract Signed-NTP issued
11	Printing and Publication Expenses												
	Printing of STII Publication CY 2020	YES	CRPD	Competitive Bidding	1st Posting- 11/12/2019 2nd Posting -1/7/2020	1st Opening-12/2/2019 2nd Opening - 1/28/2020	2/24/2020	3/3/2020	GAA	1,810,000.00	1,810,000.00		STII Publication includes: S&T Post, S&T Digest and Balitang RapiDOST/Contract Signed/ NTP issued
	Printing of STII 2019 Annual Report	NO	CRPD	Small Value Procurement	2/3/2020	2/6/2020	2/18/2020	2/26/2020	GAA	150,000.00	150,000.00		Work Order Signed/ NOA Signed/ Completed
	Printing of Phil. Science of Journal (regular issue)	YES	CRPD	Competitive Bidding	1st Posting- 11/12/2019 2nd Posting -1/7/2020	1st Opening-12/2/2019 2nd Opening - 1/28/2020	2/24/2020	3/3/2020	GAA	700,000.00	700,000.00		Included in the conducted competitive bidding for STII Publications
	Other Printing and Publication expenses	NO	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	171,225.00	171,225.00		
12	Representation Expenses	NO	DOST-STII	Competitive Bidding/SVP	To be availed/ procured as the need arises				GAA	3,642,000.00	3,642,000.00		
13	Equipment Rental Expenses	NO	CRPD/IRAD/FAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	463,152.88	463,152.88		
14	Motor Vehicle Rental Expenses	NO	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	438,500.00	438,500.00		
15	ICT Software Subscription	NO	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	8,064.87	8,064.87		
16	Other Subscription Expenses	NO	STII	Small Value Procurement	To be availed/ procured as the need arises				GAA	92,000.00	92,000.00		

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17	Other MOOE	NO	CRPD/IRAD/OD	Small Value Procurement	To be availed/ procured as the need arises				GAA	642,175.00	642,175.00		
18	Extra-ordinary & Miscellaneous Expenses	NO	FAD		To be availed/ procured as the need arises				GAA	118,000.00	118,000.00		
19	Office Equipment	YES	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	1/14/2020	1/29/2020	GAA	1,445,000.00	1,445,000.00	1st Failed bidding-Dec 2, 2019 2nd competitive bidding is successful, evaluation and post-qualification is on going.	
20	ICT, Communication and Printing Equipment	YES	DOST-STII	Competitive Bidding/SVP	11/12/2019	12/2/2019	1/14/2020	Purchase Order- 1/28/2020	GAA	2,597,000.00	2,597,000.00	Partially awarded/ Other items failed/ Re-posting of ITB	
21	Other Machinery and Equipment	NO	CRPD/IRAD/FAD	Competitive Bidding	8/26/2020	9/14/2020			GAA	1,130,000.00	1,130,000.00	On-going procurement activity	
22	Furniture and Fixtures	NO	IRAD	Small Value Procurement	To be availed/ procured as the need arises				GAA	255,000.00	255,000.00		
Emergency Procurement Under the Bayanihan To Heal As One Act (R.A. 11469)													
1	Common Supplies and Materials												
	Disinfectant Spray, Aerosol Type, 400-550 Grams	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	6,000.00	6,000.00		
	Double Adhesive Tape	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	450.00	450.00		
	Full Finger Gloves, Washable	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	2,400.00	2,400.00		
	Garter 1/2'	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	720.00	720.00		
	Gloves Disposable	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	1,600.00	1,600.00		
	Hand Soap	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	2,700.00	2,700.00		
	Liquid Handsoap	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	1,838.00	1,838.00		
	Signage Tape	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	250.00	250.00		
2	Medical Supplies												
	Face Mask For DOST-STII Employees	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	6,000.00	6,000.00		
	Sprayer	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	200.00	200.00		
	Thermal Scanner	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	5,000.00	5,000.00		
	Alcohol 3.75Ltrs	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	2,800.00	2,800.00		
	Alcohol 500ml (24Bottles/Box)	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	6,240.00	6,240.00		
	Isopropyl Alcohol	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	2,500.00	2,500.00		
3	Janitorial Supplies												
	Disinfectant Liquid For Cleaning	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	1,600.00	1,600.00		
	Foot Mat, Big	NO	STII	NP-Emergency Cases	Procured through Procurement Service/Petty Cash				GAA	9,200.00	9,200.00		



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4	Multi-Purpose Liquid Bleach, 1L	NO	STII	NP-Emergency Cases					GAA	3,200.00	3,200.00			
	Paper Towel (interfolded)	NO	STII	NP-Emergency Cases					GAA	1,000.00	1,000.00			
	Placemat	NO	STII	NP-Emergency Cases					GAA	60.00	60.00			
	Rags, All Cotton, 25Pcs/Pack	NO	STII	NP-Emergency Cases					GAA	300.00	300.00			
	Rubber Mat	NO	STII	NP-Emergency Cases					GAA	1,700.00	1,700.00			
	Rubber Skid Pad	NO	STII	NP-Emergency Cases					GAA	540.00	540.00			
	Trash Bag (For Trashbin)	NO	STII	NP-Emergency Cases					GAA	800.00	800.00			
	Trash Bin	NO	STII	NP-Emergency Cases					GAA	790.00	790.00			
	Other Supplies and Materials													
	Folding Bed With Foam	NO	STII	NP-Emergency Cases					GAA	10,000.00	10,000.00			Use for stay in employee during their work schedule at the office
	Single Bed	NO	STII	NP-Emergency Cases					GAA	15,000.00	15,000.00			Use for stay in employee during their work schedule at the office
	Tent 2X2	NO	STII	NP-Emergency Cases					GAA	3,000.00	3,000.00			For installation of sanitizing area
	Faucet	NO	STII	NP-Emergency Cases					GAA	2,200.00	2,200.00			For installation of sanitizing area
	Angle Valve	NO	STII	NP-Emergency Cases					GAA	400.00	400.00			For installation of sanitizing area
	Cement	NO	STII	NP-Emergency Cases					GAA	240.00	240.00			For installation of sanitizing area
	Cutter 3/4	NO	STII	NP-Emergency Cases					GAA	50.00	50.00			For installation of sanitizing area
	G.T. Redox	NO	STII	NP-Emergency Cases					GAA	50.00	50.00			For installation of sanitizing area
	Hasa	NO	STII	NP-Emergency Cases					GAA	100.00	100.00			For installation of sanitizing area
	Hose	NO	STII	NP-Emergency Cases					GAA	1,000.00	1,000.00			For installation of sanitizing area
	Hose, Flexible	NO	STII	NP-Emergency Cases					GAA	290.00	290.00			For installation of sanitizing area
	Paint Brush #2	NO	STII	NP-Emergency Cases					GAA	80.00	80.00			For installation of sanitizing area
	Paint, Yellow	NO	STII	NP-Emergency Cases					GAA	190.00	190.00			For installation of sanitizing area
	Portable Sink	NO	STII	NP-Emergency Cases					GAA	8,400.00	8,400.00			For installation of sanitizing area
	Pvc Pipe 2"	NO	STII	NP-Emergency Cases					GAA	380.00	380.00			For installation of sanitizing area
	Pvc Pipe 3/4	NO	STII	NP-Emergency Cases					GAA	100.00	100.00			For installation of sanitizing area
	Pvc Tee Wd 3/4	NO	STII	NP-Emergency Cases					GAA	95.00	95.00			For installation of sanitizing area
	Spray Paint, Gray	NO	STII	NP-Emergency Cases					GAA	300.00	300.00			For installation of sanitizing area
	Tile Cutter	NO	STII	NP-Emergency Cases					GAA	450.00	450.00			For installation of sanitizing area

TOTAL 53,494,000.00

Prepared and Consolidated by:

JONA M. BERNAL
Head, BAC Secretariat

Administrative Officer V, Property Section

Recommending Approval:

BENEDICT P. CAGAANAN
BAC Chairperson

Supervising SRS,CRPD

Approved by:

RICHARD P. BURGOS
HoPE/Director