



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



ISO 9001:2015
Certificate No. 50500772 QM15

16 September 2020

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

Attention: Monitoring Division

Dear Atty. Ruiz:

We are pleased to submit the **Science and Technology Information Institute's (STII) INDICATIVE ANNUAL PROCUREMENT PLAN** for FY 2021.

Thank you.

Very truly yours,

RICHARD P. BURGOS
Director

**DOST-Science and Technology Information Institute
Indicative Annual Procurement Plan for FY 2021**

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	
1	TRAVELING EXPENSES												
	Local	CRPD/IRAD/FAD	NO	Agency to Agency						2,989,000.00	2,989,000.00		
	Foreign	CRPD/IRAD/FAD	NO	Agency to Agency						100,000.00	100,000.00		
										-			
2	TRAININGS AND SEMINARS EXPENSES												
	ICT Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement						250,000.00	250,000.00		
	Other Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement						775,000.00	775,000.00		
										-			
3	SUPPLIES AND MATERIALS EXPENSES												
	Common Office Supplies Expenses	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping						1,920,000.00	1,920,000.00		
	ICT Supplies Expenses	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping						2,690,000.00	2,690,000.00		
	Consumable Office Supplies	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping						312,607.82	312,607.82		Printer consumable supplies: Ink, Toner and Ribbon
	Accountable Forms Expenses	FAD	NO	Small Value Procurement						10,000.00	10,000.00		
	Fuel, Oil and Lubricants Expenses	CRPD/IRAD/FAD/D OSTv	NO	Small Value Procurement						320,000.00	320,000.00		
	Textbooks and Instructional Materials Expenses	IRAD	YES	Competitive Bidding						1,000,000.00	1,000,000.00		Library references
	Other Supplies and Materials Expenses	STII	NO	Competitive Bidding/SVP						1,764,192.18	1,764,192.18		
										-			
4	UTILITY EXPENSES												
	Water Expenses	STII	NO	Direct Contracting						90,000.00	90,000.00		
	Electricity Expenses	STII	NO	Direct Contracting						2,100,000.00	2,100,000.00		
										-			
5	COMMUNICATION EXPENSES												
	Postage and Courier Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting						310,000.00	310,000.00		
	Mobile Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting						280,000.00	280,000.00		
	Landline Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting						150,000.00	150,000.00		
										-			
6	SUBSCRIPTION EXPENSES												
	Internet Subscription Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting						175,000.00	175,000.00		
	Cable, Satellite, Telegraph & Radio Expenses	CRPD/IRAD/FAD	NO	Direct Contracting						60,000.00	60,000.00		
	ICT Software Subscription	STII	NO	Agency to Agency/SVP						213,200.00	213,200.00		
	Other Subscription Expenses	STII	NO	Small Value Procurement						160,000.00	160,000.00		
										-			
7	EXTRAORDINARY AND MISCELLANEOUS EXPENSES												
		FAD	NO	Small Value Procurement						136,000.00	136,000.00		
										-			
8	PROFESSIONAL SERVICES												
	Auditing Services	STII	NO	Small Value Procurement						40,000.00	40,000.00		
	Legal Services	STII	NO	Small Value Procurement						283,000.00	283,000.00		

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Janitorial Services	STII	YES	Competitive Bidding						1,100,000.00	1,100,000.00		Bidder thru DOST-Centralized Procurement. NOA, Contract and ,NTP are still at the Office of the DOST Secretary for approval
	Security Services	STII	YES	Competitive Bidding						1,400,000.00	1,400,000.00		Bidder thru DOST-Centralized Procurement. NOA, Contract and ,NTP are still at the Office of the DOST Secretary for approval
										-			
9	OTHER PROFESSIONAL SERVICES												
	Public awareness survey	CRPD	YES	Competitive Bidding	To be availed/procured as the need arises					1,000,000.00	1,000,000.00		
	ICT Consultancy Services	CRPD/IRAD/FAD	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					2,268,000.00	2,268,000.00		
	Other Services	STII	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					2,522,000.00	2,522,000.00	✓	
										-			
10	REPAIR AND MAINTENANCE												
	Building	STII	NO	Small Value Procurement	To be availed/procured as the need arises					275,000.00	275,000.00		
	Office Equipment	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					80,000.00	80,000.00		
	Machinery	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					100,000.00	100,000.00		
	Transportation Equipment-Motor Vehicles	FAD	NO	Small Value Procurement	To be availed/procured as the need arises					150,000.00	150,000.00		
										-			
11	TAXES, DUTIES AND LICENSES	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					15,000.00	15,000.00		
										-			
12	FIDELITY BOND PREMIUMS	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					47,000.00	47,000.00		
										-			
13	INSURANCE EXPENSES	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					40,000.00	40,000.00		
										-			
14	LABOR AND WAGES	STII	NO	Small Value Procurement	To be availed/procured as the need arises					6,440,000.00	6,440,000.00		
										-			
15	ADVERTISING EXPENSES	FAD/DOSTv/CRPD	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					10,968,000.00	10,968,000.00		
										-			
16	PRINTING AND PUBLICATION EXPENSES												
	Printing of DOST-STII Publications	CRPD	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					3,157,000.00	3,157,000.00		DOST-STII Publication Includes: S&T Post, S&T Digest and Balitang RapiDOST/ STII Annual Report
	Other Printing Expenses	STII	NO	Small Value Procurement						176,000.00	176,000.00		
										-			
										-			
17	REPRESENTATION EXPENSES	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					5,953,000.00	5,953,000.00		
										-			
19	RENTAL/LEASE												
	Rent-Vehicle Rentals	STII	NO	Small Value Procurement	To be availed/procured as the need arises					574,000.00	574,000.00		
	Rent-Equipment	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					365,000.00	365,000.00		
										-			
20	OTHER MAINTENANCE AND OPERATING EXPENSES	STII	NO	Small Value Procurement						608,000.00	608,000.00	✓	
										-			

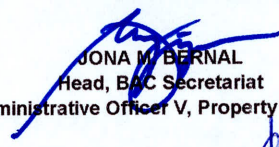
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21	ICT EQUIPMENT AND ACCESSORIES	CRPD/IRAD/FAD/DOSTv	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					7,407,574.01		7,407,574.01	MITHI Projects
22	PHOTOGRAPHIC or FILMING or AUDIO-VIDEO EQUIPMENT	CRPD/IRAD/FAD/DOSTv	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					3,922,425.99		3,922,425.99	MITHI Projects
									-				
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GRAND TOTAL 64,696,000.00

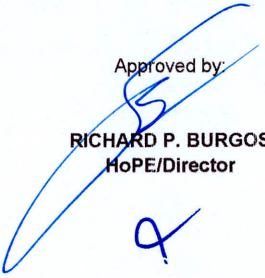
Prepared and Consolidated by:


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Approved by:


RICHARD P. BURGOS
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