



25 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) FINAL Annual Procurement Plan Non-CSE (APP Non-CSE) for FY 2021**. Attached with this letter are the copy of the **FINAL APP 2021** and **Posting Certification** of the mentioned document.

Thank you.

Very truly yours,

RICHARD P. BURGOS
Director

**DOST-Science and Technology Information Institute
Final 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	To be availed/procured as the need arises					2,989,000.00	2,989,000.00		Recipients/DOST-STII staff to be assigned for official travels are not yet identified
	Foreign	CRPD/IRAD/FAD	NO	Agency to Agency	To be availed/procured as the need arises					100,000.00	100,000.00		Recipients/DOST-STII staff to be assigned for official travels are not yet identified
									-				
2	TRAININGS AND SEMINARS EXPENSES												
	ICT Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement	Based on the training schedules or as need arises					250,000.00	250,000.00		Recipients/DOST-STII staff to be assigned for official trainings are not yet identified
	Other Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement						775,000.00	775,000.00		Recipients/DOST-STII staff to be assigned for official trainings are not yet identified
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3	SUPPLIES AND MATERIALS EXPENSES												
	Common Office Supplies Expenses	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping	To be availed/procured as the need arises					1,920,000.00	1,920,000.00		Supplies for the 1st Quarter of F Y of 2021 that are available at PS was already ordered thru VS
	ICT Supplies Expenses	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping	To be availed/procured as the need arises					2,690,000.00	2,690,000.00		Supplies for the 1st Quarter of F Y 2021 that are available at PS was already ordered thru VS
	Consumable Office Supplies	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping	To be availed/procured as the need arises					312,607.82	312,607.82		Printer consumable supplies: Ink, Toner and Ribbon
	Accountable Forms Expenses	FAD	NO	Small Value Procurement	To be availed/procured as the need arises					10,000.00	10,000.00		Excluded for the conduct of EPA
	Fuel, Oil and Lubricants Expenses	CRPD/IRAD/FAD/D OSTv	NO	Small Value Procurement	To be availed/procured as the need arises					320,000.00	320,000.00		Excluded for the conduct of EPA
	Textbooks and Instructional Materials Expenses	IRAD	YES	Competitive Bidding	To be availed/procured as the need arises					1,000,000.00	1,000,000.00		Two (2) failed public bidding was conducted, posted as RFQ at PhilGEPS and for Abstract of Quotation on Jan. 25, 2021
	Other Supplies and Materials Expenses	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					1,764,192.18	1,764,192.18		Excluded for the conduct of EPA
									-				
4	UTILITY EXPENSES												
	Water Expenses	STII	NO	Direct Contracting	Paid Monthly					90,000.00	90,000.00		Excluded for the conduct of EPA
	Electricity Expenses	STII	NO	Direct Contracting	Paid Monthly					2,100,000.00	2,100,000.00		Excluded for the conduct of EPA
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5	COMMUNICATION EXPENSES												
	Postage and Courier Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly					310,000.00	310,000.00		DOST system entered into a MOA with PhilPOST for postal services
	Mobile Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly					280,000.00	280,000.00		Excluded for the conduct of EPA
	Landline Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly					150,000.00	150,000.00		Excluded for the conduct of EPA
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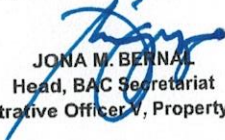
Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
6	SUBSCRIPTION EXPENSES												
	Internet Subscription Expenses	CRPD/IRAD/FAD/D OSTV	NO	Direct Contracting	Subscription paid monthly					175,000.00	175,000.00		DOST-STII entered into a contract with a service provider for 1 year (Jan-Dec. 2021)
	Cable, Satellite, Telegraph & Radio Expenses	CRPD/IRAD/FAD	NO	Direct Contracting	Subscription paid monthly					60,000.00	60,000.00		Excluded for the conduct of EPA
	ICT Software Subscription	STII	NO	Small Value Procurement	To be availed/procured as the need arises					213,200.00	213,200.00		Included in the EPA of MITHI Projects
	Other Subscription Expenses	STII	NO	Small Value Procurement	To be availed/procured as the need arises					160,000.00	160,000.00		Excluded for the conduct of EPA
									-				
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	To be availed/procured as the need arises					40,000.00	40,000.00		Excluded for the conduct of EPA
	Legal Services	STII	NO	Small Value Procurement	To be availed/procured as the need arises					283,000.00	283,000.00		Excluded for the conduct of EPA
	Janitorial Services	STII	YES	Competitive Bidding					1,100,000.00	1,100,000.00		Successfully Bidded thru DOST-Centralized Procurement. NDA, 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		Successfully Bidded thru DOST-Centralized Procurement. NDA, 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		1st Failed Public Bidding, re-posted for 2nd Public Bidding
	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		Excluded for the conduct of EPA
	Other Services	STII	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					2,522,000.00	2,522,000.00		Excluded for the conduct of EPA
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10	REPAIR AND MAINTENANCE												
	Building	STII	NO	Small Value Procurement	To be availed/procured as the need arises					275,000.00	275,000.00		Excluded for the conduct of EPA
	Office Equipment	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					80,000.00	80,000.00		Excluded for the conduct of EPA
	Machinery	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					100,000.00	100,000.00		Excluded for the conduct of EPA
	Transportation Equipment-Motor Vehicles	FAD	NO	Small Value Procurement	To be availed/procured as the need arises					150,000.00	150,000.00		Excluded for the conduct of EPA
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									15,000.00	15,000.00		Excluded for the conduct of EPA	
11	TAXES, DUTIES AND LICENSES	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					47,000.00	47,000.00		Excluded for the conduct of EPA
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12	FIDELITY BOND PREMIUMS	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					40,000.00	40,000.00		Excluded for the conduct of EPA
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13	INSURANCE EXPENSES	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					6,440,000.00	6,440,000.00		Excluded for the conduct of EPA
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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		Excluded for the conduct of EPA

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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		Successful Public Bidding was conducted. NOA was issued, ready for Contract Signing and Issuance of NTP
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		Successful Public Bidding was conducted. NOA was issued, ready for Contract Signing and Issuance of NTP
	Other Printing Expenses	STII	NO	Small Value Procurement						176,000.00	176,000.00		Printing for DOST-STII Annual Report for FY 2020 was posted as RFQ
17	REPRESENTATION EXPENSES	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					5,953,000.00	5,953,000.00		Excluded for the conduct of EPA
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		Excluded for the conduct of EPA
	Rent-Equipment	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					365,000.00	365,000.00		Excluded for the conduct of EPA
20	OTHER MAINTENANCE AND OPERATING EXPENSES	STII	NO	Small Value Procurement						608,000.00	608,000.00		Excluded for the conduct of EPA
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		#####	Successful Public Bidding was conducted. NOA was issued, ready for Contract Signing and Issuance of NTP
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		#####	Successful Public Bidding was conducted. NOA was issued, ready for Contract Signing and Issuance of NTP

GRAND TOTAL 64,696,000.00

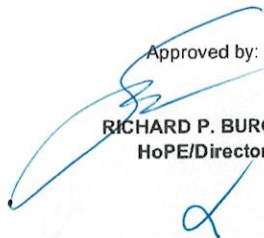
Prepared and Consolidated by:


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

Recommending Approval:


ALAN C. TAULE
BAC Chairperson
Chief SRS,IRAD

Approved by:


RICHARD P. BURGOS
HoPE/Director



APPENDIX "1"

POSTING CERTIFICATION

This is to certify that the **DOST-Science and Technology Information Institute** has posted its **FINAL Annual Procurement Plan (APP) for FY 2021** on **25 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 25 of January, 2021.


JONA M. BERNAL

Head, Bids and Awards Committee Secretariat