



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



ISO 9001:2015
Certificate No. 55500772 OM15

26 August 2021

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 **DOST-Science and Technology Information Institute's (DOST-STII) INDICATIVE ANNUAL PROCUREMENT PLAN** for FY 2022.

Thank you.

Very truly yours,

RICHARD P. BURGOS

Director

**DOST-Science and Technology Information Institute
Indicative Annual Procurement Plan for FY 2022**

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		
	Foreign	CRPD/IRAD/FAD	NO	Agency to Agency	To be availed/procured as the need arises					100,000.00	100,000.00		
2	TRAININGS AND SEMINARS EXPENSES												
	ICT Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement	Based on the training schedules or as need arises					325,000.00	325,000.00		
	Other Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement	Based on the training schedules or as need arises					800,000.00	800,000.00		
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		
	ICT Supplies Expenses	CRPD/IRAD/FAD/D OSTV	NO	Agency to Agency/ Shopping	To be availed/procured as the need arises					2,710,000.00	2,710,000.00		
	Accountable Forms Expenses	FAD	NO	Small Value Procurement	To be availed/procured as the need arises					10,000.00	10,000.00		
	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		
	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		Library References
	Semi-Expendable Printing Equipment	FAD	NO	Shopping	To be availed/procured as the need arises					24,000.00	24,000.00		
	Semi-Expendable ICT Equipment	FAD	NO	Shopping/SVP	To be availed/procured as the need arises					60,000.00	60,000.00		
	Other Supplies and Materials Expenses	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					2,290,000.00	2,290,000.00		
4	UTILITY EXPENSES												
	Water Expenses	STII	NO	Direct Contracting	Paid Monthly					90,000.00	90,000.00		Paid Monthly
	Electricity Expenses	STII	NO	Direct Contracting	Paid Monthly					2,100,000.00	2,100,000.00		Paid Monthly
5	COMMUNICATION EXPENSES												
	Postage and Courier Expenses	CRPD/IRAD/FAD/D OSTV	NO	Direct Contracting	Subscription paid monthly					310,000.00	310,000.00		
	Mobile Expenses	CRPD/IRAD/FAD/D OSTV	NO	Direct Contracting	Subscription paid monthly					280,000.00	280,000.00		
	Landline Expenses	CRPD/IRAD/FAD/D OSTV	NO	Direct Contracting	Subscription paid monthly					150,000.00	150,000.00		
6	SUBSCRIPTION EXPENSES												
	Internet Subscription Expenses	CRPD/IRAD/FAD/D OSTV	NO	Direct Contracting	Subscription paid monthly					271,000.00	271,000.00		
	Cable, Satellite, Telegraph & Radio Expenses	CRPD/IRAD/FAD	NO	Direct Contracting	Subscription paid monthly					110,000.00	110,000.00		
	Other Subscription Expenses	STII	NO	Small Value Procurement	To be availed/procured as the need arises					170,000.00	170,000.00		
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	To be availed/procured as the need arises					40,000.00	40,000.00		
	Legal Services	STII	NO	Small Value Procurement	To be availed/procured as the need arises					283,000.00	283,000.00		

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**DOST-Science and Technology Information Institute
Indicative Annual Procurement Plan for FY 2022**

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	
	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					925,000.00	925,000.00		Commissioning Conduct of S&T Awareness Survey
	ICT Consultancy Services	CRPD/IRAD/FAD	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					4,494,000.00	4,494,000.00		
	Other Services	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					3,563,000.00	3,563,000.00		
	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					40,000.00	40,000.00		
	Machinery	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises					140,000.00	140,000.00		
	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	NO	Competitive Bidding/NP	To be availed/procured as the need arises					10,968,000.00	10,968,000.00		
	16 PRINTING AND PUBLICATION EXPENSES									-			
	DOST-STII Publications	CRPD	YES	Competitive Bidding/SVP	To be availed/procured as the need arises					3,069,000.00	3,069,000.00		DOST-STII Publication Includes: S&T Post, S&T Digest and Balitang RapiDOST/ STII Annual Report
	Other Printing Expenses	STII	NO	Small Value Procurement						-			
	17 REPRESENTATION EXPENSES	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises					5,953,000.00	5,953,000.00		
	18 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		
	19 OTHER MAINTENANCE AND OPERATING EXPENSES	STII	NO	Small Value Procurement						608,000.00	608,000.00		

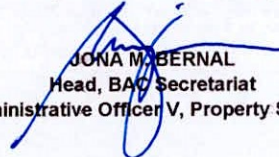
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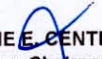
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20	OFFICE EQUIPMENT AND PERIPHERALS	CRPD/IRAD/FAD/DOSTv	YES	Shopping/SVP	To be availed/procured as the need arises					60,000.00		60,000.00	
21	TRANSPORATION EQUIPMENT - MOTOR VEHICLE	CRPD/IRAD/FAD/DOSTv	YES	Competitive Bidding	To be availed/procured as the need arises					2,500,000.00		2,500,000.00	General Administration and Support Services
24	ICT EQUIPMENT	CRPD/IRAD/FAD/DOSTv	YES	Shopping/SVP	To be availed/procured as the need arises					180,000.00		180,000.00	
25	COMPUTER SOFTWARES	CRPD/IRAD/FAD/DOSTv	YES	Shopping/SVP	To be availed/procured as the need arises					94,000.00		94,000.00	

GRAND TOTAL 59,488,000.00

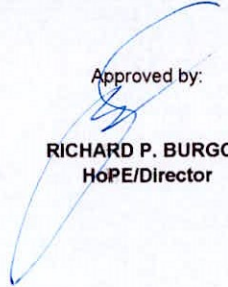
Prepared and Consolidated by:


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

Recommending Approval:


ARLENE E. CENTENO
 BAC Vice-Chairperson
 FAD Chief
 8/26/21

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 **Indicative APP Non-CSE FY 2022** on **26 August 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 21 of January, 2021.


JONA M. BERNAL

Head, Bids and Awards Committee Secretariat