

DOST-Science and Technology Information Institute Annual Procurement Plan for CY 2024

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/O pening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	TRAVELING EXPENSES												
	Traveling Expenses - Local	FAD/IRAD/CRP D/DOSTv	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	As the need arises	As the need arises	GoP	2,989,000.00	2,989,000.00		
	Traveling Expenses - Foreign	FAD/IRAD/CRP D/DOSTv	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	As the need arises	As the need arises	GoP	100,000.00	100,000.00		
	TRAININGS AND SEMINARS EXPENSES												
	ICT Training Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	511,000.00	511,000.00		
	Other Training Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	800,000.00	800,000.00		
	SUPPLIES AND MATERIALS EXPENSES												
	Office Supplies Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	1,920,000.00	1,920,000.00		
	ICT Office Supplies Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	1,369,920.00	1,369,920.00		
	Accountable Forms Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	N/A	GoP	10,000.00	10,000.00		
	Fuel, Oil and Lubricants Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	As the need arises	N/A	As the need arises	As the need arises	GoP	320,000.00	320,000.00		
	Textbooks and Instructional Materials Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GoP	1,000,000.00	1,000,000.00		
	Semi-Expendable Machinery and Equipment Expenses (ICT Equipment)	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	243,000.00	243,000.00		
	Other Supplies and Materials Expenses	FAD/IRAD/CRP D/DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	290,000.00	290,000.00		
	UTILITY EXPENSES												
	Water Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	As the need arises	GoP	90,000.00	90,000.00		
	Electricity Expenses	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	As the need arises	GoP	2,100,000.00	2,100,000.00		
	COMMUNICATION EXPENSES												
	Postage and Courier Services	FAD/IRAD/CRP D/DOSTv	NO	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	GoP	310,000.00	310,000.00		


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Mobile	FAD//IRAD//CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	N/A	N/A	GoP	280,000.00	280,000.00	Prepaid loads
Landline	FAD//IRAD//CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	N/A	N/A	GoP	150,000.00	150,000.00	
SUBSCRIPTIONS												
Internet Subscription Expenses	FAD//IRAD//CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	N/A	As the need arises	GoP	271,000.00	271,000.00	
Cable, Satellite, Telegraph and Radio Expenses	FAD//IRAD//CRP D/DOSTv	NO	Direct Contracting	N/A	N/A	N/A	N/A	As the need arises	GoP	110,000.00	110,000.00	
Other Subscription Expenses	FAD//IRAD//CRP D/DOSTv	NO	Direct Contracting	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	GoP	170,000.00	170,000.00	
Extraordinary and Miscellaneous Expenses	FAD	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	GoP	136,000.00	136,000.00	
PROFESSIONAL SERVICES												
Legal Services	FAD//IRAD/ CRPD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	N/A	N/A	As the need arises	GoP	283,000.00	283,000.00	
Auditing Services	FAD//IRAD/ CRPD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	N/A	N/A	As the need arises	GoP	40,000.00	40,000.00	
ICT Consultancy Services	DOST-STII	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	As the need arises	GoP	2,214,000.00	2,214,000.00	
Commissioning of Conduct of DOST S&T Awareness Survey for FY 2024	IRAD//CRPD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,200,000.00	1,200,000.00		
Media Monitoring Services for FY 2024	CRPD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,100,000.00	1,100,000.00		
Janitorial Services	DOST-STII	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,323,603.60	1,323,603.60	c/o: DOST-CO	
Security Services	DOST-STII	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,773,079.56	1,773,079.56	c/o: DOST-CO	
STARBOOKS Impact Assessment Study	IRAD	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	900,000.00	900,000.00		
Production of "Siyensikat: Pinoy Popular Science Para Sa Lahat" Magazine Show for FY 2024	DOSTv	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	4,500,000.00	4,500,000.00		
Other Professional Services	FAD//IRAD//CRP D/ DOSTv	NO	Competitive Bidding	As the need arises	As the need arises	As the need arises	As the need arises	GoP	2,017,000.00	2,017,000.00		
REPAIR AND MAINTENANCE												
Buildings	FAD//IRAD//CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	275,000.00	275,000.00		
Machinery	FAD//IRAD//CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	140,000.00	140,000.00		
Office Equipment	FAD//IRAD//CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	40,000.00	40,000.00		
Motor Vehicles	FAD//IRAD//CRP D/ DOSTv	NO	NP-53.2 Emergency Cases	N/A	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
Taxes, Duties and Licenses												
	FAD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	N/A	N/A	GoP	15,000.00	15,000.00		
Fidelity Bond Premiums												
	FAD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	47,000.00	47,000.00		
Insurance Expenses												
	FAD	NO	NP-53.5 Agency-to- Agency	N/A	N/A	As the need arises	As the need arises	GoP	40,000.00	40,000.00		
Advertising Expenses												
Production and Promotion of STARBOOKS Campaign in Social Media Platforms for FY 2024	IRAD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	1,100,000.00	1,100,000.00		
Social Media Advertising and Online Marketing for DOSTv Online Platforms for FY 2024	DOSTv	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	2,000,000.00	2,000,000.00		

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Airtime on National Broadcast Media	DOSTv	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	As the need arises	As the need arises	As the need arises	As the need arises	GoP	2,056,000.00	2,056,000.00		
Printing and Publication Expenses												
One (1) Lot Printing of DOST-STII Publications for FY 2024	CRPD	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	2,100,000.00	2,100,000.00		
Other Printing and Publication Expenses	CRPD	NO	NP-53.9 - Small Value Procurement	April	April	April	May	GoP	969,000.00	969,000.00		
Representation Expenses												
STARBOOKS Deployment workshop Regional Focal Officers	IRAD	NO	NP-53.10 Lease of Real Property and Venue	February	February	February	February		300,000.00	300,000.00		
STARBOOKS Deployment workshop Regional and PSTC's Focal Officers	IRAD	NO	NP-53.10 Lease of Real Property and Venue	May	May	May	May	GoP	700,000.00	700,000.00		
STARBOOKS Regional Convention (4 Regions)	IRAD	NO	NP-53.10 Lease of Real Property and Venue	November	November	November	November	GoP	1,500,000.00	1,500,000.00		
Other Representation Expenses	IRAD/CRPD/ FAD	NO	NP-53.10 Lease of Real Property and Venue	As the need arises	As the need arises	As the need arises	As the need arises	GoP	3,453,000.00	3,453,000.00		
RENTAL/LEASE												
Rents - Motor Vehicles	IRAD/CRPD/ DOSTv	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	574,000.00	574,000.00		
Rents - Equipment	IRAD/CRPD/ DOSTv	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	365,000.00	365,000.00		
ICT Subscription Software												
Procurement of Various Software Subscriptions for FY 2024	IRAD/CRPD/ DOSTv	YES	Competitive Bidding	Oct-23	Nov-23	January	January	GoP	2,600,880.00	2,600,880.00		
Other ICT Subscription Expenses	FAD/IRAD/CRPD/ D/ DOSTv	NO	NP-53.9 - Small Value Procurement	As the need arises	As the need arises	As the need arises	As the need arises	GoP	437,000.00	437,000.00		
Other Maintenance and Operating Expenses	DOST-STII	YES	Competitive Bidding	As the need arises	As the need arises	As the need arises	As the need arises	GoP	608,000.00	608,000.00		
Infrastructure Project												
Design and Build – Conversion of Atrium to Library Makerspace, Basement for Office Space and Second Floor for FAD Extension Office	DOST-STII	YES	Competitive Bidding	Nov-23	Dec-23	January	January	GoP	6,828,000.00		6,828,000.00	
Supply, Delivery and Installation of 1 Lot 40-Footer Container Van Property Storage Facility and 20-Footer Container Van I.T. Back-Up Facility	DOST-STII	YES	Competitive Bidding	Nov-23	Dec-23	January	January	GoP	1,717,000.00		1,717,000.00	
Supply, Delivery and Installation of a Brand-New Silent Type 160KVA, 3 Phase Stand-By Generator Set with Housing	DOST-STII	YES	Competitive Bidding	Nov-23	Dec-23	January	January	GoP	4,345,000.00		4,345,000.00	
Digitization and Archiving Services for AV Materials	CRPD	NO	Competitive Bidding	January	January	February	February	GoP	1,100,000.00	1,100,000.00		
Procurement of STARBOOKs Equipment and Accessories	IRAD	NO	Competitive Bidding	January	January	February	February	Others	2,100,000.00	2,100,000.00		
Total:									64,080,483.16	51,190,483.16	12,890,000.00	


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 1/11/24