



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



**ISO 9001:2015**  
Certificate No. 50500772 QM15

16 January 2023

**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 2023**. Attached is the copy of the **FINAL APP 2023** and **Posting Certification**.

Thank you.

Very truly yours,

**RICHARD P. BURGOS**  
Director

**DOST-Science and Technology Information Institute**  
**Final Annual Procurement Plan for FY 2023**

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	
<b>1</b>	<b>TRAVELING EXPENSES</b>												
	Local	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency	To be availed/procured as the need arises				GoP	2,989,000.00	2,989,000.00		
	Foreign	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency	To be availed/procured as the need arises				GoP	100,000.00	100,000.00		
										-			
<b>2</b>	<b>TRAININGS AND SEMINARS EXPENSES</b>												
	ICT Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement	Based on the training schedules or as need arises				GoP	525,000.00	525,000.00		
	Other Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement	Based on the training schedules or as need arises				GoP	800,000.00	800,000.00		
										-			
<b>3</b>	<b>SUPPLIES AND MATERIALS EXPENSES</b>												
	Common Office Supplies Expenses	CRPD/IRAD/FAD/D OSTv	NO	Agency to Agency/ Shopping	To be availed/procured as the need arises				GoP	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				GoP	2,168,000.00	2,168,000.00		
	Accountable Forms Expenses	FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	10,000.00	10,000.00		
	Fuel, Oil and Lubricants Expenses	CRPD/IRAD/FAD/D OSTv	NO	Small Value Procurement/Shopping	To be availed/procured as the need arises				GoP	320,000.00	320,000.00		
	Textbooks and Instructional Materials Expenses	IRAD	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	1,000,000.00	1,000,000.00		Library E-Books and Printed Materials
	Semi-Expendable Machinery and Equipment	FAD	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	243,000.00	243,000.00		
	Semi-Expendable ICT Equipment	FAD	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	243,000.00	243,000.00		
	Semi-Expendable Printing Equipment	FAD	NO	Shopping/SVP	To be availed/procured as the need arises					24,000.00	24,000.00		
	Other Supplies and Materials Expenses	STII	NO	Competitive Bidding/SVP/Shopping	To be availed/procured as the need arises				GoP	2,290,000.00	2,290,000.00		Customized Items, Promotional Materials, Etc.
										-			
<b>4</b>	<b>UTILITY EXPENSES</b>												
	Water Expenses	STII	NO	Direct Contracting	Paid Monthly				GoP	90,000.00	90,000.00		Paid Monthly
	Electricity Expenses	STII	NO	Direct Contracting	Paid Monthly				GoP	2,100,000.00	2,100,000.00		Paid Monthly
										-			
<b>5</b>	<b>COMMUNICATION EXPENSES</b>												
	Postage and Courier Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly				GoP	310,000.00	310,000.00		
	Mobile Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly				GoP	280,000.00	280,000.00		Prepaid Loads
	Landline Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly				GoP	150,000.00	150,000.00		
	Cable, Satellite, Telegraph & Radio Expenses	CRPD/IRAD/FAD	NO	Direct Contracting	Subscription paid monthly				GoP	170,000.00	170,000.00		
<b>6</b>	<b>SUBSCRIPTION EXPENSES</b>												
	Internet Subscription Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly				GoP	367,000.00	367,000.00		
	Digital Transcendence - Capacitating the DOSTv Production Team Through Software Subscriptions and Online Resource Hubs	CRPD/DOSTv	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	2,000,000.00	2,000,000.00		
	Other Subscription Expenses	STII	NO	Direct Contracting/SVP	To be availed/procured as the need arises				GoP	170,000.00	170,000.00		

**DOST-Science and Technology Information Institute**  
**Final Annual Procurement Plan for FY 2023**

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	
	<b>EXTRAORDINARY AND MISCELLANEOUS EXPENSES</b>	FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	136,000.00	136,000.00		
	<b>8 PROFESSIONAL SERVICES</b>									-			
	Auditing Services	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	40,000.00	40,000.00		
	Legal Services	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	283,000.00	283,000.00		
	Janitorial Services	STII	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	1,100,000.00	1,100,000.00		Bidder thru DOST-Centralized Procurement. C/O DOST Central Office
	Security Services	STII	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	1,400,000.00	1,400,000.00		Bidder thru DOST-Centralized Procurement. C/O DOST Central Office
	<b>9 OTHER PROFESSIONAL SERVICES</b>									-			
	Public Awareness Survey	IRAD/CRPD	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	1,000,000.00	1,000,000.00		Commissioning Conduct of DOST S&T Awareness Survey FY 2023
	ICT Consultancy Services	CRPD/IRAD/FAD	NO	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	4,086,000.00	4,086,000.00		
	Media Monitoring Services for FY 2023	STII	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	1,200,000.00	1,200,000.00		
	Other Services	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	2,119,000.00	2,119,000.00		Consulting Services
	<b>10 REPAIR AND MAINTENANCE</b>									-			
	Building	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	275,000.00	275,000.00		
	Office Equipment	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	40,000.00	40,000.00		
	Machinery	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	140,000.00	140,000.00		
	Transportation Equipment-Motor Vehicles	FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	150,000.00	150,000.00		
	<b>11 TAXES, DUTIES AND LICENSES</b>	CRPD/IRAD/FAD	NO	Direct Contracting	To be availed/procured as the need arises				GoP	15,000.00	15,000.00		
	<b>12 FIDELITY BOND PREMIUMS</b>	CRPD/IRAD/FAD	NO	Direct Contracting	To be availed/procured as the need arises				GoP	47,000.00	47,000.00		
	<b>13 INSURANCE EXPENSES</b>	CRPD/IRAD/FAD	NO	Direct Contracting/G2G	To be availed/procured as the need arises				GoP	40,000.00	40,000.00		
	<b>14 LABOR AND WAGES</b>	STII	NO	Section 53.6/SVP	To be availed/procured as the need arises				GoP	7,296,000.00	7,296,000.00		
	<b>15 ADVERTISING EXPENSES</b>									-			
	Science and Technology Promotion and Advocacy Services	IRAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	250,000.00	250,000.00		
	Continuing Operation and Broadcast of DOST Science and Technology Channel "DOSTv"	CRPD/DOSTv	YES	Competitive Bidding/Sec.53.6	To be availed/procured as the need arises				GoP	4,218,000.00	4,218,000.00		Media Ads of DOSTv Programs and other DOST Activities
	Production of Siyensikat: Pinoy Popular Science Para sa Lahat, Magazine Show	DOSTv	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	5,500,000.00	5,500,000.00		
	STARBOOKS Promotion (Boosting)	IRAD	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	1,200,000.00	1,200,000.00		Online Boosting Campaign
	<b>16 PRINTING AND PUBLICATION EXPENSES</b>									-			

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	DOST-STII Publications	CRPD	YES	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	2,512,000.00	2,512,000.00		S&T Post, PJS
	Other Printing and Publication Expenses	IRAD	NO	Small Value Procurement	To be availed/procured as the need arises					557,000.00	557,000.00		STII Annual Report
										-			
										-			
<b>17</b>	<b>REPRESENTATION EXPENSES</b>												
	STARBOOKS Deployment Workshop Regional and PSTC's Focal Officers	IRAD	YES	Competitive Bidding/Sec.53.10	To be availed/procured as the need arises				GoP	1,200,000.00	1,200,000.00		Venue, Food, and Accomodation
	STARBOOKS Regional Convention (4 Regions)	IRAD	NO	Competitive Bidding/Sec.53.10	To be availed/procured as the need arises				GoP	1,600,000.00	1,600,000.00		Venue, Food, and Accomodation
	Other Representation Expenses	STII	NO	Competitive Bidding/Sec.53.10	To be availed/procured as the need arises				GoP	1,851,000.00	1,851,000.00		Venue, Food, and Accomodation
										-			
<b>18</b>	<b>RENTAL/LEASE</b>												
	Rent-Vehicle Rentals	STII	NO	Direct Contracting/Small Value Procurement	To be availed/procured as the need arises				GoP	574,000.00	574,000.00		
	Rent-Equipment	CRPD/IRAD/FAD	NO	Direct Contracting/Small Value Procurement	To be availed/procured as the need arises				GoP	365,000.00	365,000.00		
										-			
<b>19</b>	<b>OTHER MAINTENANCE AND OPERATING EXPENSES</b>	STII	NO	Shopping/Small Value Procurement	To be availed/procured as the need arises					608,000.00	608,000.00		
										-			
										-			
										-			

**GRAND TOTAL    58,071,000.00**

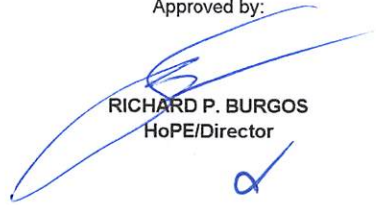
Prepared and Consolidated by:

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

Recommending Approval:

  
**ALAN C. TAULE**  
 BAC Chairperson  
 IRAD Chief

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 APP Non-CSE FY 2023** on **16 January 2023**, 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 16<sup>th</sup> of January, 2023.



**JONA M. BERNAL**

Head, Bids and Awards Committee Secretariat