



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



ISO 9001:2015  
Certificate No. 505/00772 QM15

13 January 2023

**ATTY. ROWENA CANDICE M. RUIZ**  
Executive Director V  
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) Updated Annual Procurement Plan Non- CSE (APP Non-CSE) for FY 2022**. Attached is the copy of the **Updated APP 2022 and Posting Certification**.

Thank you.

Very truly yours,

**RICHARD P. BURGOS**  
Director

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

Code (PAP)	Procurement Project	PMOI 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	NO	Agency to Agency	To be availed/procured as the need arises				GoP	1,400,000.00	1,400,000.00		
	Foreign	CRPD/IRAD/FAD	NO	Agency to Agency	To be availed/procured as the need arises				GoP	-			
									-				
<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	-			
	Other Training Expenses	CRPD/IRAD/FAD	NO	Small Value Procurement	Based on the training schedules or as need arises				GoP	100,000.00	100,000.00		
									-				
<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	920,000.00	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	710,000.00	710,000.00		
	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	To be availed/procured as the need arises				GoP	550,000.00	550,000.00		
	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 Printing Equipment	STII	NO	Shopping	To be availed/procured as the need arises				GoP	-			
	Semi-Expendable ICT Equipment	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	500,000.00	500,000.00		
	Semi-Expendable Office Equipment	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	14,600.00	14,600.00		
	Semi-Expendable Machinery and Equipment	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	4,260.00	4,260.00		
	Semi-Expendable Other Machinery and Equipment	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	10,000.00	10,000.00		
	Semi-Expendable Furniture and Fixtures Expenses	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP		251,200.00		
	Other Supplies and Materials Expenses	STII	NO	Competitive Bidding/SVP/Shopping	To be availed/procured as the need arises				GoP	981,340.00	981,340.00		
									-				
<b>4</b>	<b>UTILITY EXPENSES</b>												
	Water Expenses	STII	NO	Direct Contracting	Paid Monthly				GoP	500,000.00	500,000.00		Paid Monthly
	Electricity Expenses	STII	NO	Direct Contracting	Paid Monthly				GoP	3,100,600.00	3,100,600.00		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	550,000.00	550,000.00		
	Mobile Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly				GoP	135,000.00	135,000.00		
	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	110,000.00	110,000.00		
<b>6</b>	<b>SUBSCRIPTION EXPENSES</b>												
	Internet Subscription Expenses	CRPD/IRAD/FAD/D OSTv	NO	Direct Contracting	Subscription paid monthly				GoP	271,000.00	271,000.00		
	Other Subscription Expenses	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	170,000.00	170,000.00		
									-				
<b>7</b>	<b>EXTRAORDINARY AND MISCELLANEOUS EXPENSES</b>	FAD	NO	Small Value Procurement	To be availed/procured as the need arises					136,000.00	136,000.00		
									-				

**DOST-Science and Technology Information Institute  
Updated 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	
<b>8</b>	<b>PROFESSIONAL SERVICES</b>												
	Auditing Services	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	-	-		
	Legal Services	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	300,500.00	300,500.00		
	Janitorial Services	STII	YES	Competitive Bidding						1,100,000.00	1,100,000.00		Bidder thru DOST-Centralized Procurement. C/O DOST Central Office
	Security Services	STII	YES	Competitive Bidding						1,400,000.00	1,400,000.00		Bidder thru DOST-Centralized Procurement. C/O DOST Central Office
<b>9</b>	<b>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 2022
	Production of "Siyensikat: Pinoy Popular Science Para sa Lahat" Magazine Show	DOSTv	NO	Competitive Bidding	To be availed/procured as the need arises				GoP	5,300,000.00	5,300,000.00		
	Upgrading of STARBOOKS Mobile Apps Enhancing User Experience (UX) Design	IRAD	NO	Competitive Bidding	To be availed/procured as the need arises				GoP	1,250,000.00	1,250,000.00		
	SoCmED Integration and Search Engine Optimization of DOSTv Online Platforms (Social Media & Website)	DOSTv	NO	Competitive Bidding	To be availed/procured as the need arises				GoP	2,289,200.00	2,289,200.00		
	Media Monitoring Services	CRPD/DOSTv	YES	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	1,100,000.00	1,100,000.00		
	Other Services	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	310,000.00	310,000.00		
<b>10</b>	<b>REPAIR AND MAINTENANCE</b>												
	Building	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	690,000.00	690,000.00		
	Office Equipment	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	140,000.00	140,000.00		
	ICT Equipment	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	10,560.00	10,560.00		
	Communication Equipment	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	3,980.00	3,980.00		
	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	270,000.00	270,000.00		
	Other Machinery and Equipment	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	1,200.00	1,200.00		
<b>11</b>	<b>TAXES, DUTIES AND LICENSES</b>	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	15,000.00	15,000.00		
<b>12</b>	<b>FIDELITY BOND PREMIUMS</b>	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	60,000.00	60,000.00		
<b>13</b>	<b>INSURANCE EXPENSES</b>	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	125,000.00	125,000.00		
<b>14</b>	<b>LABOR AND WAGES</b>	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	10,600,000.00	10,600,000.00		
<b>15</b>	<b>ADVERTISING EXPENSES</b>	FAD/DOSTv/CRPD/IRAD	NO	Section 53.6	To be availed/procured as the need arises				GoP	6,200,000.00	6,200,000.00		Advertisement of DOSTv Programs and Other DOST Activities

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					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>16</b>	<b>PRINTING AND PUBLICATION EXPENSES</b>												
	DOST-STII Publications	CRPD	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	2,512,000.00	2,512,000.00		Post, S&T Digest and Balitang RapiDOST
	Other Printing and Publication Expenses	IRAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	557,000.00	557,000.00		STII Annual Report and other Printed Materials
<b>17</b>	<b>REPRESENTATION EXPENSES</b>	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	4,813,000.00	4,813,000.00		Venu, Food and Accomodation
	Venue, Food, and Accommodation for the 9th STARBOOKS Deployment Officer's	IRAD	NO	Lease of Real Property and Venue	To be availed/procured as the need arises				GoP	1,140,000.00	1,140,000.00		
<b>18</b>	<b>RENTAL/LEASE</b>												
	Rent-Building and Structures										63,000.00		
	Rent-Vehicle Rentals	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	104,800.00	104,800.00		
	Rent-Equipment	CRPD/IRAD/FAD	NO	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	Small Value Procurement	To be availed/procured as the need arises					779,000.00	779,000.00		
<b>20</b>	<b>OFFICE EQUIPMENT AND PERIPHERALS</b>	CRPD/IRAD/FAD/DOSTv	NO	Shopping/SVP	To be availed/procured as the need arises				GoP				
<b>21</b>	<b>TRANSPORATION EQUIPMENT - MOTOR VEHICLE</b>	CRPD/IRAD/FAD/DOSTv	YES	Competitive Bidding	To be availed/procured as the need arises				GoP	2,500,000.00		2,500,000.00	General Administration and Support Services (1 unit Passenger Van)
<b>22</b>	<b>BUILDING AND OTHER STRUCTURES</b>	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	60,000.00		60,000.00	
<b>23</b>	<b>ICT EQUIPMENT</b>	CRPD/IRAD/FAD/DOSTv	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	274,000.00		274,000.00	Biometric Scanner, Network Printer, Livestream Switcher
<b>24</b>	<b>COMPUTER SOFTWARES</b>												
	Procurement of DOST-STII Various Software Subscription for CY 2022	STII	NO	Competitive Bidding	To be availed/procured as the need arises				GoP	2,400,000.00	2,400,000.00		
	Other Computer Softwares	STII	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	354,960.00	354,960.00		

**GRAND TOTAL 59,488,000.00**

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 **Updated APP Non-CSE FY 2022** on **13 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 13<sup>th</sup> of January, 2023.

**JONA M. BERNAL**

Head, Bids and Awards Committee Secretariat