



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



ISO 9001:2015
Certificate No. 50500772-0M15

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 Atty. Ruiz:

We are pleased to submit the DOST-Science and Technology Information Institute's (DOST-STII) **CERTIFICATE OF COMPLIANCE** for **Early Procurement Activities (EPA)** for FY 2021.

Also attached is the agency's **FINAL Annual Procurement Plan (APP) FY 2021** as indication that we have successfully undertaken **Early Procurement Activities (EPA)** for at least **85.90%** of the eligible Procurement Projects based on the agency's approved 2021 GAA.

We hope that you find the documents in order.

Thank you.

Very truly yours,


RICHARD P. BURGOS
Director

CERTIFICATION
Undertaking of Early Procurement Activities (EPA)

I hereby certify that **SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)** has successfully undertaken Early Procurement Activities for at least **85%** of the value of eligible Procurement Projects based on the agency's Indicative Annual Procurement Plan/s consistent with the National Expenditure Plan for Fiscal Year 2021 in the following amounts:

Description ¹	Total Amount (in PhP)
a. Total Amount in Indicative APP	Php 64,696,000.00
b. Less: Exclusions ²	Php 38,238,759.37
c. Total Value of eligible EPA projects [c=(a-b)]	Php 26,457,240.63
d. Amount of Successful ³ EPA projects	Php 22,727,240.63
e. Percentage of Successful EPA [e=d/c]*100]	85.90 %

This Certification is being made in compliance with the General Administration and Support Services Target of the Guidelines on the Grant of the Performance-Based Bonus for the Fiscal Year 2020, of the Administrative Order No. 25 Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information, and Reporting Systems Memorandum Circular No. 2020-1, pursuant to the Implementation of EPA issued under Government Procurement Policy Board Circular No. 06-2019.

The undersigned attests to the accuracy of all information contained herein based on available records and information that can be verified with the **SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)** and the Philippine Government Electronic Procurement System.

IN WITNESS HEREOF, I have hereunto affixed my signature on 25TH day of January 2021 in Taguig City, Philippines.


RICHARD P. BURGOS
 DIRECTOR

SUBSCRIBED AND SWORN to before me this 25 JAN 2021 in TAGUIG CITY, Philippines, with affiant exhibiting me his PASSPORT issued on _____ at _____.

NOTARY PUBLIC

Doc. No. 043
 Page No. 9
 Book No. 11
 Series of 2021

RACHEL GINAYA M. COPANUT-DANGWI
 NOTARY PUBLIC UNTIL DEC. 31, 2021
 Notarial Commission Appt. No. 10 (2020-2021)
 2/F Pacira Bldg. #427 ML Quezon Ave., Lower Bicutan, TC
 PTR No. A-5063211/1-4-21, Taguig City
 IBPQR No. 137056/12-29-2020, RSM
 MCLE Comm. No. WF-0019686/3-1-2019, ROLL No. 61627

¹ Amount and values refer to the Approved Budget for the Contract.

² GPPB Circular 06-2019 dated 17 July 2019

³ Section 4.2 of DBM Circular 2018-8 dated 30 July 2018 provides that "Early Procurement activities shall refer to pre-procurement conference until post-qualification of bids and recommendation by the Bids and Awards Committee (BAC) to award the contract to the winning bidder. Therefore EPA is considered successfully conducted if the necessary steps prior to the award were undertaken.

**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 Bids	Submission/Opening of Bids		Notice of Award	Contract Signing	
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
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 FY 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 FY 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
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

**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? (Year/No)	Mode of Procurement	Advertisement/Posting of Bids	Schedule for Each Procurement Activity		Source of Funds	Estimated Budget (PHP)			Remarks (brief description of Project)
						Submission/Opening of Bids	Notice of Award		Contract Signing	Total	MOOE	
6	SUBSCRIPTION EXPENSES											
	Internet Subscription Expenses	CRPD/IRAD/FAD/DOSTv	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, 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		Successfully Bidded 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		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
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
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		Excluded for the conduct of EPA
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		Excluded for the conduct of EPA
13	INSURANCE EXPENSES											
		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
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

DOST-Science and Technology Information Institute
Final Annual Procurement Plan for FY 2021


Code (PAF)	Procurement Project	PMD/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)
					Advertising/Posting of Bids	Submission/Opening of Bids	Notice of Award/Contract Signing		Total	MOOE	
15	ADVERTISING EXPENSES	FAD/DOSTV/CRPD	YES	Competitive Bidding/SVP	To be availed/procured as the need arises			-	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	-	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	-	Printing for DOST-STII Annual Report for FY 2020 was posted as RFQ
17	REPRESENTATION EXPENSES										
	Printing of DOST-STII Publications	CRPD	YES	Competitive Bidding/SVP	To be availed/procured as the need arises			-	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	-	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	-	Excluded for the conduct of EPA
20	OTHER MAINTENANCE AND OPERATING EXPENSES										
		STII	NO	Small Value Procurement				-	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

Recommended Approval:


ALAN C. TAULE
BAC Chairperson
Chief SRS,IRAD

Prepared and Consolidated by:


JONA W. BENITA
Head, BAC Secretariat
Administrative Officer, Property Section

Approved by:


RICHARD P. BURGOS
HoPE/Director