



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



ISO 9001:2015  
Certificate No. 50500772-0M15

26 July 2022

**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 *mi*

**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/RFI	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	2,989,000.00	2,989,000.00		
	Foreign	CRPD/IRAD/FAD	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	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				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	2,710,000.00	2,710,000.00		
	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	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 Printing Equipment	FAD	NO	Shopping	To be availed/procured as the need arises				GoP	24,000.00	24,000.00		
	Semi-Expendable ICT Equipment	FAD	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	60,000.00	60,000.00		
	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		
									-				
<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		
	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						136,000.00	136,000.00		
									-				
<b>8</b>	<b>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		

**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	
	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	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
	ICT Consultancy Services	CRPD/IRAD/FAD	NO	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	4,494,000.00	4,494,000.00		Upgrading of STARBOOKS Mobile Apps Enhancing User Experience (UX) Design/ SoCmED Integration and Search Engine Optimization of DOSTv Online Platforms (Social Media & Website)
	Media Monitoring Services	STII	YES	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	1,100,000.00	1,100,000.00		Media Monitoring Services
	Other Services	STII	NO	Competitive Bidding/SVP	To be availed/procured as the need arises				GoP	2,388,000.00	2,388,000.00		
										-			
<b>10</b>	<b>REPAIR AND MAINTENANCE</b>									-			
	Building	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	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</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	47,000.00	47,000.00		
										-			
<b>13</b>	<b>INSURANCE EXPENSES</b>	CRPD/IRAD/FAD	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	40,000.00	40,000.00		
										-			
<b>14</b>	<b>LABOR AND WAGES</b>	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	6,440,000.00	6,440,000.00		
										-			
<b>15</b>	<b>ADVERTISING EXPENSES</b>	FAD/DOSTv/CRPD	NO	Competitive Bidding/NP	To be availed/procured as the need arises				GoP	10,968,000.00	10,968,000.00		Advertisement of DOSTv Programs and Other DOST Activities
										-			
<b>16</b>	<b>PRINTING AND PUBLICATION EXPENSES</b>									-			
	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		Post, S&T Digest and Balitang RapidDOST
	Other Printing and Publication Expenses	IRAD	NO	Small Value Procurement						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	5,953,000.00	5,953,000.00		Venu, Food and Accomodation
										-			

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<b>18</b>	<b>RENTAL/LEASE</b>												
	Rent-Vehicle Rentals	STII	NO	Small Value Procurement	To be availed/procured as the need arises				GoP	574,000.00	574,000.00		
	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						608,000.00	608,000.00		
<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	60,000.00		60,000.00	
<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>ICT EQUIPMENT</b>	CRPD/IRAD/FAD/DOSTv	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	180,000.00		180,000.00	Biometric Scanner, Network Printer, Livestream Switcher
<b>23</b>	<b>COMPUTER SOFTWARES</b>	CRPD/IRAD/FAD/DOSTv	NO	Shopping/SVP	To be availed/procured as the need arises				GoP	94,000.00		94,000.00	Anti-virus Subscription

**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



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## 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 **28 July 2022**, 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 28 of July, 2022.

  
**JONA M. BERNAL**

Head, Bids and Awards Committee Secretariat