

**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**Regional Office No. VIII**  
**Government Center Candahug, Palo, Leyte**

**INDICATIVE ANNUAL PROCUREMENT PLAN for FY 2023**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	I. Common use Office Supplies and Equipment ( CSE )											
	1. Common-use Office Supplies and Equipment available at PS	FASD	NP- Agency to Agency	N/A				GAA	755,897.00	755,897.00		To be procured based on the quarterly requests or as the need arises; To be procured from DBM-PS.
	2. Common-use Office Supplies and Equipment not available at PS		SVP/Shopping						150,840.00	150,840.00		Other items not available at PS-DBM but regularly purchased from other sources.
	II. Non-common-use Office Supplies and Equipment											
	1. Accountable Forms		Shopping/Small Value					GAA	15,000.00	15,000.00		
	2. Drugs and Medicines		Shopping					GAA	20,000.00	20,000.00		
	3. Medical, Dental, & Laboratory Supplies		NP- Small Value/DC					GAA	400,000.00	400,000.00		
	4. Fuel, Oil & Lubricants		NP-Small Value/DC					GAA	300,000.00	300,000.00		
	5. Semi-expandable Exp. Machinery		Shopping/Small Value					GAA	80,000.00	80,000.00		
	6. Other Supplies & Materials		Shopping/Small Value					GAA	424,000.00	424,000.00		
	IV. Utilities											
	1. Water Expenses		Direct Contracting	on a monthly transaction				GAA	120,000.00	120,000.00		
	2. Electricity Expenses		Direct Contracting	on a monthly transaction				GAA	2,100,000.00	2,100,000.00		
	V. Communication											
	1. Postage & Courier Expenses		NP-Small Value					GAA	80,000.00	80,000.00		
	2. Telephone ( mobile )		Direct Contracting	on a monthly transaction				GAA	80,000.00	80,000.00		
	3. Telephone ( landline )		Direct Contracting	on a monthly transaction				GAA	125,000.00	125,000.00		
	4. Internet Connection		Direct Contracting	on a monthly transaction				GAA	270,000.00	270,000.00		
	5. Cable Television Service		Direct Contracting	on a monthly transaction				GAA	30,000.00	30,000.00		
	Rewards / Awards and Prizes											
	1. Rewards / Awards								10,000.00	10,000.00		
	VI. Professional											
	1. Professional Services		NP-Small Value					GAA	180,000.00	180,000.00		Procurement of professional services will be on a "need to procure" basis
	VIII. General Services											
	1. Security Services		Public Bidding					GAA	950,000.00	950,000.00		To assist in the maintenance of cleanliness of the office ( EPA )
	2. Janitorial Services		Public Bidding					GAA	980,000.00	980,000.00		To secure the office from imminent danger/threats (EPA)
	3. Other General Services								1,507,000.00	1,507,000.00		To assist in the implementation of various programs and services

IX. Repair and Maintenance											
	1.Repair and maintenance - Other Land							400,000.00	400,000.00		Repair of DOST8 Building
	2.Repair and maintenance - Buildings							1,627,000.00	1,627,000.00		Repair of DOST8 Building, PSTC's, Laboratory..
	3.Repair and matenance - M & E - Office							50,000.00	50,000.00		As the need arises and to procured/repaired on various repair shops
	4.Repair and maintenance - M & E - Technical							50,000.00	50,000.00		As the need arises and to procured/repaired on various repair shops
	5.Repair and maintenance - Transportation							300,000.00	300,000.00		As the need arises and to procured/repaired on various repair shops
	6.Repair and maintenance - Furniture and Fixture							100,000.00	100,000.00		As the need arises and to procured/repaired on various repair shops
	X.Subsidies - Other							76,428,000.00	76,428,000.00		
	XI. Taxes,Insurance Premium and Other Fees										
	1.Taxes, Duties & Licenses							30,000.00	30,000.00		
	2.Fidelity Bond Premiums							55,000.00	55,000.00		
	3.Insurance Premium( Vehicles / Building, Equipment)						GAA	1,000,000.00	1,000,000.00		insurance coverage of DOST8 properties including office equipment furnitures and fixtures,8 motor vehicles
	XII..Other Maintenance & Operating										
	1.Advertising Expenses							20,000.00	20,000.00		Procurement of Tarpauline printing of various exhibit materials during inter-agency exhibits.
	2.Printing an Binding							50,000.00	50,000.00		
	3.Representation Expenses		SVP	Jan- Dec 2021	Jan- Dec 2021	Jan- Dec 2021	Jan- Dec 2021	700,000.00	700,000.00		To be awarded to various service providers - caterers/hotels/restaurant; as the need arises
	4.Transportation & Delivery							100,000.00	100,000.00		
	5.Membership Dues & Cont. to Orgns.							110,000.00	110,000.00		
	6.Subscription							20,000.00	20,000.00		
	7.Other MOOE							600,000.00	600,000.00		
Grand Total								90,217,737.00	90,217,737.00		

Prepared and Consolidated by:

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Concurred by BAC Members:

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