

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

ANNUAL PROCUREMENT PLAN for FY 2021

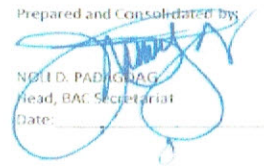
Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		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	687,868.37	500,000.00		To be procured based on the quarterly requests or as the need arises; To be procured from DBM-PS and various suppliers if not available in DBM -PS
	2. Common-use Office Supplies and Equipment not available at PS								378,808.80	400,000.00		
	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-expendable 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	80,000.00	80,000.00		
	2. Electricity Expenses		Direct Contracting	on a monthly transaction				GAA	2,100,000.00	2,100,000.00		
	V. Communication								585,000.00	585,000.00		
	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								10,000.00	10,000.00		
	1. Rewards / Awards											
	VI. Professional								280,000.00	280,000.00		
	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	Oct. 2020	Oct. 2020	January CY 2021	January CY 2021	GAA	950,000.00	950,000.00		To assist in the maintenance of cleanliness of the office (EPA)
	2. Janitorial Services		Public Bidding	Oct. 2020	Oct. 2020	January CY 2021	January CY 2021	GAA	980,000.00	980,000.00		To secure the office from imminent danger/threats (EPA)
	3. Other General Services								1,103,000.00	1,103,000.00		To assist in the implementation of various programs and services

IX. Repair and Maintenance	
1.Repair/Maintenance of DOST Regional Office No.VIII Office Buildings (i.e., repair of canopy,replacement of broken floor tiles, toilet fixtures, among others	
2.Repair of PSTC Eastern Samar Office Building, ESSU Compound,Borongnan City,Eastern Samar	
3.Repair of PSTC Southern Leyte Office Building,Capitol Site,Maasin,Southern Leyte	
4.Repair/Improvement of PSTC Leyte Office Building	
5.Improvement of catchment basin of RSTL	
6.Termite Treatment of DOST Regional Office Building,RSTL Bldg,Metrology Bldg.,and PSTC Leyte Bldg., Government Center Candahug,Aplo, Leyte	
7.Repair of gutter & eaves ceiling of Metrology Office Building	
8.Termite Treatment of PSTC Northern Samar Office Bldg.UEP Compound Catarman Northern Samar	
Land and Land Improvements	
1.Repair /Improvements of DOST8 Perimeter Fence	
2.Fabrication and Installation of Shed/tent for vehiucles of PSTC Leyte, Eastern Samar,Samar,Biliran and Northern Samar	
3.Demolition of Bamboo House and Disposal of Waste Materials.	
3. Office Equipment	
6.Transportation Equipment	
7. Furniture and Fixtures	
X. Taxes,Insurance Premium and Other Fees	
1.Taxes, Duties & Licenses	
2.Fidelity Bond Premiums	
3. Insurance Premium (Vehicles / Building, Equipment)	

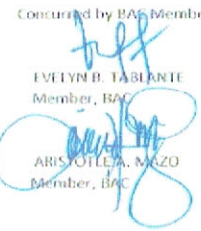
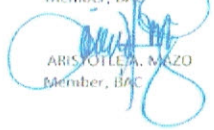
							1,627,000.00		
Public Bidding	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	288,000.00			Repair of DOST8 Building, PSTC's, Laboratory..
	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	300,000.00			
	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	328,000.00			
	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	228,000.00			
	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	108,000.00			
	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	300,000.00			
	Jan.2021	Jan.2021	March 2021	March 2021	March 2021	50,000.00			
SVP						25,000.00			
							400,000.00		
SVP						255,000.00			
SVP						125,000.00			
SVP						20,000.00			
SVP						150,000.00	150,000.00		As the need arises and to procured/repared on various repair shops
SVP/DC						300,000.00	300,000.00		As the need arises and to procured/repared on various repair shops
SVP						100,000.00	100,000.00		procured/repared on various repair
						30,000.00	30,000.00		
						55,000.00	55,000.00		
Agency to Agency					GAA	1,000,000.00	1,000,000.00		Insurance coverage of DOST8 properties including office equipment furnitures and fixtures,8 motor vehicles

XI. Other Maintenance & Operating		NP-Small Value									
1. Advertising Expenses								20,000.00	20,000.00	Procurement of Tarpauline printing of various exhibit materials during inter-agency exhibits.	
2. Printing and Binding								50,000.00	50,000.00		
3. Representation Expenses	SVP	Jan- Dec 2021	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.								100,000.00	100,000.00		
6. Subscription								20,000.00	20,000.00		
7. Other MOOE								500,000.00	500,000.00		
Grand Total								14,310,677.17	14,144,000.00		

Prepared and Consolidated by:


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