

**Department of Science and Technology-Caraga  
Annual Procurement Plan for FY 2021 (Indicative)**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PbP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	PROCUREMENT OF ACCOUNTABLE FORM EXPENSES	FAS	AGENCY-TO-AGENCY	2ND QTR 2021				GAA	20,000.00	20,000.00		Supply and Delivery of accountable forms
2	MEDICAL, DENTAL & LABORATORY SUPPLIES	FAS	NP-SMALL VALUE PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	50,000.00	50,000.00		Supply and Delivery of medical, dental and laboratory supplies
3	PROCUREMENT OF COMMON USE SUPPLIES AND EQUIPMENT	RO, PSTC'S	AGENCY-TO-AGENCY /SHOPPING/ NP-SMALL VALUE PROCUREMENT	QUARTERLY				GAA	1,195,000.00	1,195,000.00		Office supplies, consumables, electrical supplies, janitoria supplies
4	TRAINING EXPENSES	RO, PSTC'S	NP-SMALL VALUE PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	160,000.00	160,000.00		Provision of local trainings
5	TRAVELLING EXPENSES	RO, PSTC'S	NP-SMALL VALUE PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	1,700,000.00	1,700,000.00		Provision of local travels
6	REPAIR AND MAINTENANCE FOR BUILDINGS & OTHER STRUCTURES	FAS	NP-SMALL VALUE PROCUREMENT	1ST TO 4TH QTR 2021				GAA	350,000.00	350,000.00		Repair and Maintenance of buildings and aircon units as the need arises.
7	REPAIR AND MAINTENANCE FOR MACHINERY AND EQUIPMENT	FAS	NP-SMALL VALUE PROCUREMENT	1ST TO 4TH QTR 2021				GAA	70,000.00	70,000.00		Repair and Maintenance of machinery equipment, technical and scientific equipment as the need arises.
8	REPAIR AND MAINTENANCE FOR TRANSPORTATION EQUIPMENT	FAS	NP-SMALL VALUE PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	400,000.00	400,000.00		Repair and Maintenance of transportation equipment as the need arises
9	SECURITY SERVICES	FAS	Public Bidding	4TH QTR 2020 TO 1ST QTR 2021				GAA	1,200,000.00	1,200,000.00		4 Security Guards for DOST Caraga Regional Office; 3 Security Guards for PSTC-ADS
10	JANITORIAL SERVICES	FAS	PUBLIC BIDDING / NP-SMALL VALUE PROCUREMENT	1ST QTR 2021				GAA	1,000,000.00	1,000,000.00		3 Utility Workers
11	OTHER GENERAL SERVICES	RO, PSTC's	NP-SMALL VALUE PROCUREMENT	QUARTERLY				GAA	797,000.00	797,000.00		Foreseeable emergencies
12	PROFESSIONAL SERVICES	FAS	PUBLIC BIDDING / NP-SMALL VALUE PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	1,750,000.00	1,750,000.00		Provision of services for auditing, legal and other professional fees
13	RENT/LEASE EXPENSES-BUILDINGS	PSTC-SDN, PSTC-SDS, PSTC-PDI	NP-SMALL VALUE PROCUREMENT	MONTHLY				GAA	400,000.00	400,000.00		Building rent expense of PSTC's
14	TAXES, INSURANCE, PREMIUM AND OTHER FEES	FAS	AGENCY-TO-AGENCY	1ST TO 4TH QTR 2021				GAA	430,000.00	430,000.00		<ul style="list-style-type: none"> <li>• Payment for building insurance at GSIS and service vehicles</li> <li>• Payment for fidelity bond premiums.</li> <li>• Payment for taxes, dues and licenses.</li> </ul>

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
15	COMMUNICATIONS EXPENSES	FAS	NP-SMALL VALUE PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	595,000.00	595,000.00		Payment for telephone landline, mobile, internet subscription, postage & courier
16	FUEL, OIL & LUBRICANTS EXPENSES	FAS	NP-SMALL VALUE PROCUREMENT	1ST TO 4TH QTR 2021				GAA	400,000.00	400,000.00		Supply and Delivery of petroleum, oil and lubricants to be procured as the need arises
17	CONSULTANCY SERVICES	SET UP	PUBLIC BIDDING / NEGOTIATED PROCUREMENT	2ND QTR 2021				GAA	2,376,000.00	2,376,000.00		Consultancy Services for MPEX, CAPE PROGRAM, ENERGY AUDIT
18	UTILITY EXPENSES	RO, PSTC's	DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	1,650,000.00	1,650,000.00		Water and Electricity Expenses
19	OTHER MAINTENANCE AND OPERATING EXPENSES	RC, PSTC's	NEGOTIATED PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	698,000.00	698,000.00		<ul style="list-style-type: none"> <li>• Advertising expenses</li> <li>• Printing and Publication Expenses</li> <li>• Representation Expenses</li> <li>• Transportation and Delivery Expense</li> <li>• Membership dues &amp; contributions</li> </ul>
20	Strengthening of Food Safety in Bayugan City, Siargao Islands and Butuan City through Food Establishment Inspection and Grading System (FEIGS)	RC, PSTC'S	NEGOTIATED PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	1,500,000.00	1,500,000.00		<ul style="list-style-type: none"> <li>• Personnel Services</li> <li>• Supplies and Materials</li> <li>• Printing and Publication Expenses</li> <li>• Representation Expenses</li> <li>• Travelling Expenses</li> <li>• Communication Expenses</li> <li>• Fuel, Oil and Lubricant Expenses</li> </ul>
21	Upgrading of the Food Innovation Program: Nutritional and Shelf Life Testing of Food & Technology Intervention on Proper Packaging and Labeling of Food/Non-food Products in Caraga	RC, PSTC'S	NEGOTIATED PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	500,000.00	500,000.00		<ul style="list-style-type: none"> <li>• Supplies and Materials</li> <li>• Professional Services</li> <li>• Representation Expenses</li> <li>• Travelling Expenses</li> <li>• Communication Expenses</li> </ul>
22	Enhancing Community Resilience thru S & T Intervention and Documenting Behavior Change	RO, PSTC'S	NEGOTIATED PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	350,000.00	350,000.00		<ul style="list-style-type: none"> <li>• Travelling Expenses</li> <li>• Supplies and Materials</li> <li>• Representation Expenses</li> <li>• Professional Expenses</li> <li>• Communication Expenses</li> <li>• Utility Expenses</li> </ul>
23	Strengthening the Food Safety Program in Support to MSMEs in Caraga	RC, PSTC'S	NEGOTIATED PROCUREMENT / DIRECT CONTRACTING	1ST TO 4TH QTR 2021				GAA	500,000.00	500,000.00		<ul style="list-style-type: none"> <li>• Personnel Services</li> <li>• Supplies and Materials</li> <li>• Representation Expenses</li> <li>• Travelling Expenses</li> <li>• Fuel, Oil and Lubricant Expenses</li> <li>• Capital Outlay</li> </ul>

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
24	Community Empowerment through Science and Technology	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	4,000,000.00	4,000,000.00		<ul style="list-style-type: none"> <li>Personnel Services</li> <li>Travelling Expenses</li> <li>Supplies and Materials</li> <li>Representation Expenses</li> <li>Communication Expenses</li> <li>Fuel, Oil and Lubricant Expenses</li> <li>Capital Outlay</li> </ul>
25	Technology Promotion through the Conduct of National Science and Technology Week (RSTW/PSTW/MSTW) / Science Festival / RICE	RC, PSTC'S	NEGOTIATED PROCUREMENT		3RD QTR 2021			GAA	1,000,000.00	1,000,000.00		DOST-Caraga's Programs and Projects Promotion through S&T Week Celebrations
26	Support to Micro, Small, and Medium Enterprise/LGUs and SETUP Management	RC, PSTC'S	NEGOTIATED PROCUREMENT		1ST QTR TO 4TH QTR 2021			GAA	400,000.00	400,000.00		Support to MSME's and SETUP Management
27	Upgrading of Innovation and Makerspaces (iMake Project) to Strengthen the Innovative Culture of Students in Caraga	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT / DIRECT CONTRACTING		1ST TO 4TH QTR 2021			GAA	2,000,000.00	2,000,000.00		<ul style="list-style-type: none"> <li>Personnel Services</li> <li>Travelling Expenses</li> <li>Electronic Supplies and Materials</li> <li>Office Supplies and Other Materials</li> <li>Representation Expenses</li> <li>Procurement of 1 unit PCB Milling</li> <li>Procurement of 1 unit 3D Printer Dual Nozzle</li> </ul>
28	Establishment of the City of Butuan Innovation and Makers Space (BIMS)	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT / DIRECT CONTRACTING		1ST TO 4TH QTR 2021			GAA	1,000,000.00	1,000,000.00		<ul style="list-style-type: none"> <li>Electronic Supplies and Materials</li> <li>Procurement of various equipment</li> </ul>
29	Enhancement of the Packaging and Labeling Innovation Center Phase III	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	700,000.00	700,000.00		<ul style="list-style-type: none"> <li>Personnel Services</li> <li>Travelling Expenses</li> <li>Supplies and Materials</li> <li>Representation Expenses</li> <li>Communication Expenses</li> <li>Conduct of Workshop and Local Trainings</li> <li>Rent Expenses</li> </ul>
30	Support for the Operationalization and Maintenance of the Gold-Copper Mineral Processing Facility in Caraga Region	RC	NEGOTIATED PROCUREMENT / DIRECT CONTRACTING		1ST TO 4TH QTR 2021			GAA	100,000.00	100,000.00		Operating Expenses for Gold-Copper Mineral Processing Facility

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/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
31	Establishment of a Water Testing Laboratory at Siargao Island	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	6,000,000.00	6,000,000.00		<ul style="list-style-type: none"> <li>Personnel Services</li> <li>Supplies and Materials Expenses</li> <li>Procurement of Biosafety Cabinet, Incubators, Refrigerators, Water Distiller, Microscope, Colony Counter, Drying Ovens, Top Loading Balance, Microwave Oven, Circulating Water Baths, Bacti Incinerator, Micropipettors, Digital Thermometers, pH Meter, Airconditioners, Laboratory Fixtures, Various Labwares and Various Supplies &amp; Chemicals</li> </ul>
32	iFWD PH: Innovation for Filipinos Working Distantly from the Philippines	RC, PSTC'S	NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	1,000,000.00	1,000,000.00		<ul style="list-style-type: none"> <li>Capability building for the Development and Management of Technology-Based Enterprise</li> <li>Innovation Funding for Technology-Based Enterprise</li> </ul>
33	Support to the Balik Probinsya, Bagong Pag-asa Program	RC, PSTC'S	NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	1,000,000.00	1,000,000.00		<ul style="list-style-type: none"> <li>Travelling Expenses</li> <li>Supplies and Materials</li> <li>Representation Expenses</li> <li>Professional Expenses</li> <li>Communication Expenses</li> <li>Utility Expenses</li> <li>Livelihood Equipment</li> </ul>
34	Innovation, Science and Technology for Accelerating Regional Technology-based Development (iSTART)	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	2,000,000.00	2,000,000.00		S & T Interventions for iSTART
35	Smarter Approaches to Reinvigorate Agriculture as an Industry in the Philippines (Project SARAI)	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	1,000,000.00	1,000,000.00		S & T Interventions for Project SARAI
36	Establishment of Science Centrum in Surigao del Norte	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	3,000,000.00	3,000,000.00		<ul style="list-style-type: none"> <li>Personnel Services</li> <li>Travelling Expenses</li> <li>Supplies and Materials</li> <li>Representation Expenses</li> <li>Professional Expenses</li> <li>Communication Expenses</li> <li>Procurement of 1 lot 21st Model Classroom; 1 lot Mobile Facilities Section and Open Space Library/Innovation Hub</li> </ul>
37	DOST-Caraga COVID-19 Programs, Projects and Initiatives	RC, PSTC'S	PUBLIC BIDDING / NEGOTIATED PROCUREMENT		1ST TO 4TH QTR 2021			GAA	10,066,000.00	10,066,000.00		Equipment and R & D for COVID 19 Programs, Projects and Initiatives
<b>TOTAL</b>									<b>₱ 51,357,000.00</b>	<b>₱ 51,357,000.00</b>	<b>-</b>	

Prepared by:

**RICKY C. POCON**  
Head, BAC Secretariat

Date: September 18, 2020

Reviewed by:

**MARITES M. APOLINARIA**  
Budget Officer

Recommending Approval:

**NOEL M. APOC**  
BAC Chairperson

Approved by:

**DOMINGA D. MALLONGA**  
Regional Director /HOPE