



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**

Sept. 19, 2023

**ATTY. ROWENA CANDICE M. RUIZ**  
Executive Director V  
Government Procurement Policy Board  
Unit 2506 Raffles Corporate Center  
F. Ortigas Jr., Road, Ortigas Center Pasig City

Dear **Atty. Ruiz**:

Greetings!

In response to the requirement of the Government Procurement Policy Board (GPPB), we are respectfully submitting to your good office our Indicative FY 2024 Annual Procurement Plan.

Thank you very much.

Very truly yours,

  
**ROBERT O. DIZON**  
Executive Director



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER**

**POSTING CERTIFICATION**

This is to certify that the METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER has posted its **INDICATIVE FY 2024 ANNUAL PROCUREMENT PLAN** on its agency website and can be accessed through this link: <https://mirdc.dost.gov.ph/transparency-seal>.

This certification is being issued in compliance with GPPB Circular No. 02-2020, this 22nd of September 2023.

**MARY GRACE B. OPON**

*Head, Bids and Awards Committee Secretariat*



DEPARTMENT OF SCIENCE AND TECHNOLOGY  
METALS INDUSTRY RESEARCH AND DEVELOPMENT CENTER  
INDICATIVE ANNUAL PROCUREMENT PLAN FOR FY 2024

Code (PAP)	Procurement Program/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 Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
302020000	Medical, Dental and Laboratory Supplies Expenses	ATD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	1,581,000.00	1,581,000.00	-	Calibration/ Preventive Maintenance of various laboratory equipment
302020000	Postage and Courier Services	ATD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	10,000.00	10,000.00	-	Procurement of Postage and Courier Services on a monthly basis
302020000	Transportation and Delivery Expenses	ATD	NO	Shopping	As Needed	As Needed	As Needed	As Needed	GoP	100,000.00	100,000.00	-	Freight Cost of Standard Instrument (Manila to Overseas to Manila)
302020000	Legal Services	ATD	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	5,000.00	5,000.00	-	Notarization of Contracts/Agreements and other legal documents on a need to procure basis
302020000	Other Professional Services	ATD	NO	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	Quarterly/ As Needed	Quarterly/ As Needed	Quarterly/ As Needed	Quarterly/ As Needed	GoP	200,000.00	200,000.00	-	Proficiency Testing of various Laboratory Equipment
302020000	Repairs and Maintenance - Machinery and Equipment	ATD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	2,185,000.00	2,185,000.00	-	Repairs and Maintenance of various equipment on a need to procure basis
302020000	Taxes, Duties and Licenses	ATD	NO	NP - Scientific, Scholarly/Artistic Work, Exclusive Tech. & Media Service (Sec. 53.6)	As Needed	As Needed	As Needed	As Needed	GoP	50,000.00	50,000.00	-	Duty /Tax for the Freight of Standard Instruments Calibration Services (Overseas- Manila)
1000100001	Training Expenses	FAD	NO	NP-53.5 Agency-to-Agency	As Needed	As Needed	As Needed	As Needed	GoP	500,000.00	500,000.00	-	Procurement of various training as per approved Annual Learning Dev't Plan
1000100001	Accountable Forms Expenses	FAD	NO	Shopping	Quarterly	Quarterly	Quarterly	Quarterly	GoP	15,000.00	15,000.00	-	Printing of Official Receipts and other Accountable forms
1000100001	Drugs and Medicines Expenses	FAD	NO	Shopping	Semi-Annual	Semi-Annual	Semi-Annual	Semi-Annual	GoP	50,000.00	50,000.00	-	Purchase of various medicines for the Center
1000100001	Fuel, Oil and Lubricants Expenses	FAD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	500,000.00	500,000.00	-	Gasoline and Diesel for MIRDC Official vehicles
1000100001	Postage and Courier Services	FAD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	50,000.00	50,000.00	-	Procurement of Postage and Courier Services on a monthly basis
1000100001	Legal Services	FAD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	40,000.00	40,000.00	-	Notarization of Contracts/Agreements and other legal documents on a need to procure basis
1000100001	Consultancy Services	FAD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	240,000.00	240,000.00	-	Payment for Psychological Assessment test and Annual Physical Exam of the Center
	Janitorial Services	FAD	YES	Competitive Bidding	October 2023	October 2023	January 2024	January 2024	GoP	2,752,000.00	2,752,000.00	-	Bidding of Janitorial Services for the Center-Early Procurement Activity
1000100001	Security Services	FAD	YES	Competitive Bidding	October 2023	October 2023	January 2024	January 2024	GoP	4,410,000.00	4,410,000.00	-	Bidding of Security Services for the Center - Early Procurement Activity
1000100001	Repairs and Maintenance - Buildings and Other Structures	FAD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	900,000.00	900,000.00	-	Procurement of various labor and materials for Repairs and Maintenance of Buildings and Other Structures on a need to procure basis
1000100001	Repairs and Maintenance - Transportation Equipment	FAD	YES	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	420,000.00	420,000.00	-	Procurement of various labor and materials for Repairs and Maintenance of MIRDC vehicles on a need to procure basis
1000100001	Other MOOE	FAD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	200,000.00	200,000.00	-	Procurement of various materials and supplies on a need to procure basis

1000100001	Buildings and Other Structures	FAD	YES	Competitive Bidding	October 2023	November 2023	January 2023	January 2023	GoP	12,000,000.00	-	12,000,000.00	Retrofitting and Renovation of Steel Building
3010100001	Medical, Dental and Laboratory Supplies Expenses	MPRD	NO	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Monthly/ As needed	Monthly/ As needed	Monthly/ As needed	Monthly/ As needed	GoP	300,000.00	300,000.00	-	Procurement of various production materials of the Center on a need to procure basis
3010100001	Security Services	MPRD	YES	Competitive Bidding	Monthly	Monthly	Monthly	Monthly	GoP	500,000.00	500,000.00	-	Security Services for the Center
3010100001	Repairs and Maintenance - Buildings and Other Structures	MPRD	No	NP-53.9 - Small Value Procurement	September 2023	September 2023	October 2023	October 2023	GoP	300,000.00	300,000.00	-	Roof repair of Foundry Building
3010100001	Repairs and Maintenance - Machinery and Equipment	MPRD	No	NP-53.9 - Small Value Procurement	October 2023	October 2023	November 2023	November 2023	GoP	100,000.00	100,000.00	-	Repairs and Maintenance of various equipment on a need to procure basis
1000100001	Representation Expenses	OED	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	250,000.00	250,000.00	-	Procurement of meals for various meetings
1000100001	Extraordinary and Miscellaneous Expenses	OED	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	136,000.00	136,000.00	-	Wreath and groceries for bereavement
1000100001	ICT Software Subscription	MITHI	NO	NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	2,198,000.00	2,198,000.00	-	Renewal of various IT Subscription expenses
1000100001	Repairs and Maintenance - Machinery and Equipment	MITHI	No	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	500,000.00	500,000.00	-	Repairs and Maintenance of various equipment on a need to procure basis
3010100001	Medical, Dental and Laboratory Supplies Expenses	PD	NO	NP-53.9 - Small Value Procurement	Monthly/ As needed	Monthly/ As needed	Monthly/ As needed	Monthly/ As needed	GoP	419,000.00	419,000.00	-	Procurement of various production materials of the Center on a need to procure basis
3010100001	Repairs and Maintenance - Buildings and Other Structures	PD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	400,000.00	400,000.00	-	Labor and materials for the repair of building
1000100001	Medical, Dental and Laboratory Supplies Expenses	TDD	NO	Shopping	As Needed	As Needed	As Needed	As Needed	GoP	400,000.00	400,000.00	-	Procurement of various production materials of the Center on a need to procure basis
3020100000	Other Supplies and Materials Expenses	TDD	NO	Shopping	Monthly/ As needed	Monthly/ As needed	Monthly/ As needed	Monthly/ As needed	GoP	550,000.00	550,000.00	-	Welding gases, Round bar, Office supplies outside PDBM-PS, etc. to be used by TD-Industrial Training Section
3020100000	Postage and Courier Services	TDD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	54,000.00	54,000.00	-	Procurement of Postage and Courier Services on a monthly basis
3020100000	Printing and Publication Expenses	TDD	NO	NP-53.9 - Small Value Procurement	Semi-Annual	Semi-Annual	Semi-Annual	Semi-Annual	GoP	200,000.00	200,000.00	-	Printing and Publication of Annual Report
3020100000	Rent/Lease Expenses- Equipment	TDD	NO	NP-53.9 - Small Value Procurement	Monthly	Monthly	Monthly	Monthly	GoP	80,000.00	80,000.00	-	Rent/Lease of Photocopying Equipment
3020100000	Transportation and Delivery Expenses	TDD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	40,000.00	40,000.00	-	Payment for courier/ mailing of various documents
3020100000	Subscription Expenses	TDD	No	NP-53.9 - Small Value Procurement	January 2023	January 2023	January 2023	January 2023	GoP	50,000.00	50,000.00	-	Various Internet Subscription for TDD use
3020100000	Legal Services	TDD	NO	Shopping	Monthly	Monthly	Monthly	Monthly	GoP	20,000.00	20,000.00	-	Notarization of Contracts/Agreements and other legal documents on a need to procure basis
1000100001	Other Professional Services	TDD	NO	NP-53.9 - Small Value Procurement	January 2023	January 2023	January 2023	January 2023	GoP	330,000.00	330,000.00	-	Payment for Resource Speaker for Skills Upgrading
3020100000	Repairs and Maintenance - Machinery and Equipment	TDD	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	70,000.00	70,000.00	-	Repairs and Maintenance of various equipment on a need to procure basis
1000100001	Medical, Dental and Laboratory Supplies Expenses	TSSS	NO	Shopping	As Needed	As Needed	As Needed	As Needed	GoP	700,000.00	700,000.00	-	Procurement of various production materials of the Center on a need to procure basis

1000100001	Repairs and Maintenance - Machinery and Equipment	TSSS	NO	NP-53.9 - Small Value Procurement	As Needed	As Needed	As Needed	As Needed	GoP	750,000.00	750,000.00	-	Repairs and Maintenance of various equipment on a need to procure basis
1000100001	Other Professional Services	TSSS	NO	NP-53.9 - Small Value Procurement	January 2023	January 2023	January 2023	January 2023	GoP	650,000.00	650,000.00	-	Payment for Resource Speaker for Skills Upgrading
<b>GRAND TOTAL</b>										<b>35,205,000.00</b>	<b>23,205,000.00</b>	<b>12,000,000.00</b>	

Prepared and Consolidated by:

  
**Mary Grace B. Opon**  
 BAC Secretariat

Recommending Approval:

  
**Agnes F. Pedraza**  
 Budget Officer

  
**Aurea T. Motas**  
 Chief, Finance and Administrative Division

  
**RODNEI O. TAMAYO**  
 BAC Chair

Approved:

  
**Robert O. Dizon**  
 Executive Director