

**NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY
ANNUAL PROCUREMENT PLAN FY 2013**

**Project Title: Capability Building and Sustainable Biotechnology Information, Education and Communication for DOST and LGU Key Personnel
Period Covered: January 18 to December 31, 2013**

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)		
				Pre-Proc Conference	Adv/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO			
	Office and IT Supplies and Materials	OD	Procurement Services (PS)/ Shopping/ Small-Value Procurement															DOST-GIA/GAA	92,196.25	92,196.25		Procurement of supplies and materials are scheduled quarterly or "on-need basis"
	Catering services	OD	Small-Value Procurement																234,000.00	234,000.00		Procurement is "on-need basis"
	Rental of venue/vehicle	OD	-do-																37,500.00	37,500.00		Procurement is "on-need basis"
	Transportation/traveling expenses (Local)	OD	-do-																103,600.00	103,600.00		Procurement is "on-need basis"
	Communication services (telephone, mobile, postage and internet)	OD	-do-																30,000.00	30,000.00		Monthly subscriptions/procurement is 'on-need basis'
	Gasoline, oil and lubricants	OD	-do-																20,000.00	20,000.00		Procurement is "on-need basis"
	Printing and Binding (flyers, brochures, tarpaulin, publications)	OD	-do-																210,000.00	210,000.00		Monthly subscriptions/procurement is 'on-need basis'
	Advertising	OD	-do-																30,000.00	30,000.00		Procurement is "on-need basis"
	Professional Services	OD	-do-																57,000.00	57,000.00		Procurement is "on-need basis"
	Other Services (radio and tv plugs production, hiring of talents, etc.)	OD	-do-																105,300.00	105,300.00		Monthly subscriptions/procurement is 'on-need basis'
	Purchase of IT Equipment and Software	OD	Public Bidding and/or Small-Value Proc.																989,000.00		989,000.00	Purchase of netbooks, desktop, printers, LCD projectors and softwares)
	Purchase of camera and camcorder	OD	Small-Value Procurement																43,000.00		43,000.00	
	TOTAL																		1,951,596.25	919,596.25	1,032,000.00	

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