


**NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY
ANNUAL PROCUREMENT PLAN FOR FY 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	Ads/Post of IABE	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, IT, Electrical, Janitorial, Building Maintenance Supplies and Materials including accountable forms	OD/TSD/ FAD	Procurement Services (PS)/ Shopping/ Small-Value Procurement													GAA	734,524.18	734,524.18		Procurement of supplies and materials are scheduled quarterly or "on-need basis"
	Motor vehicle parts and supplies including gasoline	OD	Small-Value Procurement													GAA	181,950.00	181,950.00		Procurement of gasoline, tires, batteries and cleaning supplies for motor vehicles
	Utilities (water & electricity)	-do-	Small-Value Procurement													GAA	1,372,000.00	1,372,000.00		Procurement for the supply of water and electricity to the NAST building
	Procurement of communication services (telephone, postage and deliveries, and internet)	-do-	Small-Value Procurement													GAA	400,000.00	400,000.00		Procurement for the provision of telephone lines and internet connections; for mailing and delivery of communications and purchase of cell cards
	Advertisements (notice of bidding, announcements, newspaper supplements and obituaries)	-do-	Small-Value Procurement													GAA	50,000.00	50,000.00		For posting of notices, supplement and obituary in newspapers
	Repairs and Maintenance (Office building and other structures; motor vehicles, office, IT and other equipments; furniture, fixtures and other PPE)	-do-	Bidding or Small-Value Procurement													GAA	1,645,000.00	1,645,000.00		Various repair/renovation works for maintenance of the NAST building; repair of motor vehicles; repair of other properties of NAST.
	Professional Services	-do-	Bidding or Small-Value Procurement													GAA	1,828,000.00	1,828,000.00		Procurement for legal (notary), janitorial, security, and other professional services
	Fidelity bonds & insurance premiums	-do-	Small-value procurement													GAA	215,000.00	215,000.00		Bond premiums of accountable officials and insurance of building and properties
	Travelling/transportation	-do-	Small-value procurement													GAA	480,000.00	480,000.00		Plane fare (foreign and local) including accommodations and related expenses
	Meetings, conferences, workshops, fora, etc.	-do-	Small-value procurement/ bidding													GAA	1,330,000.00	1,330,000.00		Expenses (catering, venue and other related expenses) during meetings, conference, discussions, fora, etc.
	Subscriptions	-do-	Small-value procurement													GAA	22,000.00	22,000.00		Newspaper, magazine and journals subscriptions

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	Membership Dues	-do-	Small-value procurement														GAA	50,000.00	50,000.00		Membership to FASAS and AASA
	Printing and Binding Services	-do-	Small-value procurement														GAA	530,000.00	530,000.00		Printing of NAST Annual Reports, NAST Transactions, proceedings of meetings, etc.
	Rent of equipment, vehicles, venue, etc.	-do-	Small-value procurement														GAA	60,000.00	60,000.00		Rental of equipment, vehicles, venue, etc.
	Necrological and funeral services	-do-	Small-value procurement														GAA	387,000.00	387,000.00		Expenses during the necrological and funeral services of national scientists
	Trophies and plaques	-do-	Small-value procurement														GAA	185,000.00	185,000.00		Design and production of trophies and plaques for winners of the NAST awards
	Procurement of office equipment and furnitures	-do-	Small-value procurement														GAA	130,000.00		130,000.00	Procurement of audio equipment, vault/safe poster boards and bookshelves
	TOTAL																	9,600,474.18	9,470,474.18	130,000.00	

Prepared and Consolidated by:


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