


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


**Project Title: Secretariat to the Scientific Career Council Pursuant to Sec. 8 of E.O. 901  
Period Covered: April 16 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	Ads/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	168,210.00	168,210.00		Procurement of supplies and materials are scheduled quarterly or "on-need basis"
	Plaques and Medals	OD	Small-Value Procurement																52,500.00	52,500.00		Medals for newly conferred scientists and outgoing members of SCC abd SCC Secretariat
	Communication services (telephone, mobile, postage and internet)	OD	-do-																30,000.00	30,000.00		Procurement is "on-need basis"
	Representation expenses (venue and meals)	OD	Negotiated Procurement/ Lease of venue																10,000.00	10,000.00		Procurement is "on-need basis" (Venue and meals for meetings)
	Representation expenses	OD	Negotiated Procurement/ Lease of venue																142,500.00	142,500.00		Venue, meals and other incidental expenses for the oath taking of newly conferred scientists
	Rental of vehicle	OD	Small-Value Procurement																75,000.00	75,000.00		Procurement is "on-need basis"
	Transportation/traveling expenses (Local/Foreign)	OD	-do-																990,000.00	990,000.00		Procurement is "on-need basis"
	Professional Services	OD	-do-																50,000.00	50,000.00		Website development
	Repair and Maintenance	OD	-do-																50,000.00	50,000.00		Repair of facilities, equipment, etc.; procurement is "on-need basis"
	Purchase of office equipment	OD	-do-																295,000.00		295,000.00	Desktop (2 units) and laptop (1 unit) computers with licensed softwares; printer (1 unit); scanner (1 unit); and fax machine (1 unit)
	<b>TOTAL</b>																		<b>1,863,210.00</b>	<b>1,568,210.00</b>	<b>295,000.00</b>	

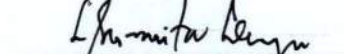
Prepared and Consolidated by:

  
**CHONA S. SANTOS**  
Administrative Officer V  
and Sectariat, NAST BAC

Certified Correct:

  
**GUADA B. RAMOS-DIMAYA**  
Information Officer V  
and Chair, NAST BAC

Recommending Approval:

  
**LUNINGNING SAMARITA DOMINGO**  
Director IV

Approved:

  
**WILLIAM G. PADOLINA**  
President