

NATIONAL ACADEMY OF SCIENCE AND TECHNOLOGY, PHILIPPINES

3rd Level, Science Heritage Building

DOST Compound, Bicutan, Taguig City

FY 2025 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

End-user/Unit: **Technical Services Division**

Source of funds: General Fund

P/A/Ps: Screening of nominations and granting of performance awards and achievement incentives for exemplary contributions to the development of Science and Technology in the country

Code	General Description	Quantity	Estimated Budget	Mode of Procurement	Schedule / Milestone of Activities											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
310100-	PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS															
100002000	1. Office Supplies and Materials			Small Value Procurement (SVP)												
	Board cover, A4 (10 pcs/pack)	100 packs	3,000.00	SVP												
	Board cover, legal (10 pcs/pack)	100 packs	3,500.00	SVP												
	Board cover, short (10 pcs/pack)	100 packs	2,500.00	SVP												
	Certificate Holder	500 pcs	110,000.00	SVP												
	Paper, colored, A4	30 reams	9,630.00	SVP												
	Paper, colored, legal size	30 reams	8,100.00	SVP												
	Paper, copy, subs. 24, A4 size	200 reams	46,000.00	SVP												
	Paper, copy, subs. 24, legal size	150 reams	27,213.00	SVP												
	Paper, copy, 100 gsm, A4 size	5 reams	1,750.00	SVP												
	Paper, copy, 100 gsm, letter size	5 reams	1,750.00	SVP												
	Gift wrapper	50 pcs	1,812.00	SVP												
	Ribbon, organza, 1 inch	15 rls	5,000.00	SVP												
	Ribbon, organza, 1/4 inch	5 rls	2,500.00	SVP												
	Ribbon, organza, 3 inch	3 rls	1,500.00	SVP												
	Special paper, legal (10 pcs/pack)	100 packs	3,075.00	SVP												
	Special paper, short (10 pcs/pack)	100 packs	2,775.00	SVP												
	Staple wire, 35mm	10 boxes	645.00	SVP												
	Double-sided tape	5 pcs	840.00	SVP												
	Permanent pen (blue)	12 pcs	180.00	SVP												
	Permanent pen (black)	12 pcs	180.00	SVP												
	Ballpen (blue)	50 pcs	500.00	SVP												
	Signpen (blue, 0.7point)	10 pcs	850.00													
	Clipboard (legal)	10 pcs	2,450.00													
	Sticker paper, matt, A4 (10 pcs/pack)	100 packs	4,250.00	SVP												
	Sub-total		240,000.00													
	2. Computer Supplies and Materials															
	Original/Genuine Brother Ink, D60BK, Black	3 bottles	1,221.00	SVP												
	Original/Genuine Brother Ink, 5000C, Cyan	3 bottles	1,221.00	SVP												
	Original/Genuine Brother Ink, 5000M, Magenta	3 bottles	1,221.00	SVP												

	Original/Genuine Brother Ink, 5000Y. Yellow	3 bottles	1,221.00	SVP															
	Original/Genuine Epson 003 Ink, Black	3 bottles	825.00	SVP															
	Original/Genuine Epson 003 Ink, Yellow	3 bottles	873.00	SVP															
	Original/Genuine Epson 003 Ink, Magenta	3 bottles	873.00	SVP															
	Original/Genuine Epson 003 Ink, Cyan	3 bottles	873.00	SVP															
	Toner cartridge for copier mdl. 2000LE	3 crtg	8,400.00	Direct Contracting															
	Toner cartridge for copier mdl MP2501L	3 crtg	8,400.00	Direct Contracting															
	Desktop computer Webcamra	3 sets	4,950.00	SVP															
	Headset	2 sets	3,000.00	SVP															
	Keyboard	2 pcs	1,066.00	SVP															
	Mouse	2 pcs	1,100.00	SVP															
	Sub-total		35,244.00																
	3. Fuel, Oil Lubricants																		
	Fuel/gasoline	1000 liters	204,000.00	SVP															
	Sub-total		204,000.00																
	4. Semi-expendable Office and IT Equipment and Furniture and Fixtures																		
	Office Chair	5 pcs	32,500.00	SVP															
	Sub-total		32,500.00																
	5. Other MOOE																		
	Suit/garment bag	25 pcs	30,000.00	SVP															
	Tokens	as needed	375,256.00	SVP															
	Sub-total		405,256.00																
	TOTAL, OFFICE, IT AND OTHER SUPPLIES AND MATERIALS		917,000.00																
310100-100002000	PROCUREMENT OF VARIOUS SERVICES																		
	1. Communications Expenses																		
	Telephone (Landline and Mobile)	As needed	116,000.00	WETI															
	Postage and Deliveries	As needed	36,000.00	WETI															
	Internet	As needed	100,000.00	WETI															
	Sub-total		252,000.00																
	2. Local Travels (plane/bus/boat/van rental incl. accom.)																		
	Lecture Series with NAST Scientists and Awardees ScienTeach	9 dialogues/ symposia	1,857,000.00	SVP															
	Sub-total		1,857,000.00																
	3. Medals, Plaques, Trophies and Gowns																		
	Academic Gowns	5 sets	75,000.00	SVP															
	Medals	As needed	50,000.00	SVP															
	Plaques	As needed	150,000.00	SVP															
	Trophies	12 pcs	228,000.00	SVP															
	Sub-total		503,000.00																
	4. Professional Services																		
	Legal services (notarial fees)	As needed	10,000.00	SVP															
	Others professional services																		

	- Contractual staff (2 PTA IV, 1 PA I)	As needed	548,000.00	SVP															
	- Photo and video coverage	As needed	75,000.00	SVP															
	- Artists, etc.	As needed	36,000.00	Neg. Procurement (53.6)															
	Sub-total		669,000.00																
	5. Repair and Maintenance																		
	Office Equipment	As needed	20,000.00	Direct Contracting															
	ICT Equipment	As needed	70,000.00	Direct Contracting/SVP															
	Motor vehicle	As needed	100,000.00																
	Sub-total		190,000.00																
	6. Advertisements																		
	Advertisement of NAST awardees	1 advertisement	100,000.00	SVP															
	Advertisement of NSTW awardees	1 advertisement	100,000.00	SVP															
	Sub-total		200,000.00																
	7. Venue/catering services			Negotiated Procurement -Lease of Venue (53.10)															
	Lecture Series with NAST Scientists and Awardees ScienTeach	9 dialogues/ symposia	1,200,000.00																
	Awarding Ceremony - NAST Environmental Award	1 event	100,000.00																
	Paper Presentation - NAST Talent Search	1 event	100,000.00																
	Awarding Ceremony - NAST Awards	1 event	1,500,000.00																
	Awarding Ceremony - NSTW Awards	1 event	150,000.00																
	Future Science Leaders Forum	1 event	650,000.00																
	Awarding Ceremony-Int'l. Publication Award	1 event	200,000.00																
	Awarding Ceremony- Magsaysay Future Engr.	1 event	230,000.00																
	Various meetings for screening of nominations	15 meetings	152,000.00																
	Academy Meetings	2 meetings	80,000.00																
	Sub-total		4,362,000.00																
	8. Printing and Publication																		
	Souvenir Program (ASM - NAST Awards)	700 copies	53,000.00	SVP															
	NAST/NSTW Awards brochures, posters, flyers	3,000 copies	50,000.00	SVP															
	Sub-total		103,000.00																
	9. Transportation and Delivery Expenses																		
	Transportation and delivery expenses	As needed	20,000.00	SVP															
	Sub-total		20,000.00																
	10. Rent (equipment and motor vehicle)																		
	Equipment (audio, video, etc.)	As needed	70,000.00	SVP															
	Motor vehicles (van, car, truck, etc.)	As needed	50,000.00	SVP															
	Sub-total		120,000.00																
	11. Subscription expenses																		
	Journal subscriptions	As needed	25,000.00	SVP															
	Sub-total		25,000.00																

	TOTAL, PROCUREMENT OF VARIOUS SERVICES		8,301,000.00																
	GRAND TOTAL		9,218,000.00																

Legend:  Procurement and/or delivery

Notes:

1. The service for landline phones is provided by PLDT Co., the available provider in Bicutan, Taguig City.
2. The amount and quantity of the above goods and services are subject to adjustment as required and/or needed in the operation of NAST.

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