

Department of Science and Technology
Advanced Science and Technology Institute
C.P. Garcia Ave., U.P. Technopark, U.P. Campus, Dfiman, Quezon City 1101

Annual Procurement Plan for 2018
APP-2018-NCSE-020 (SUPPLEMENTAL)

Code	Procurement Program/Activity/Project	PMO/ End- User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Fund	Estimated Budget (P&P)			Remarks (Brief Description of Program/Activity/ Project)
				Advertisement/ Posting of IB/B/E	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
OFFICE OF THE DIRECTOR												
ALTERNATIVE METHODS OF PROCUREMENT												
I NP - SMALL VALUE PROCUREMENT												
A. PHP50,000.00 AND BELOW												
50202010 02	Training Expenses	1	Meals for Participants - Exit Presentation of Dr. Joe Rubrico (Balk Scientist) Tentative date: 01 October 2018, 9AM - 4PM Estimated No. of Participants: 35 pax guaranteed, 70 pax (maximum) Final no. of pax to be advised by DOST-ASTI at least 3 days before the activity Requirement: Buffet Lunch and Light Snack	GD	NP-53.9 Small Value Procurement		4th Quarter of 2018	GOP	31,500.00	31,500.00	0.00	
FINANCE AND ADMINISTRATIVE DIVISION												
ALTERNATIVE METHODS OF PROCUREMENT												
I NP - SMALL VALUE PROCUREMENT												
A. ABOVE PHP50,000.00												
50213060 01	Repairs and Maintenance - Motor Vehicles	1	Routine Car Maintenance for Nissan Urvan - tune-up - change oil - check and replace the air filters, fuel filters, spark plugs - check and brake, brake fluid and transmission fluid - check battery and coolant - Oil & filter change and chassis lubrication - Tire rotation, wheel balancing, and wheel alignment - Air conditioning performance check, freon refill, repair / replacement	FAD	NP-53.9 Small Value Procurement		3rd Quarter of 2018	GOP	60,000.00	60,000.00	0.00	
50202010 02	Training Expenses	2	Catering Service FAD Training / Orientation to DOST-ASTI Personnel Tentative Dates: 18-21 September 2018 AM Snacks, Lunch, and PM Snacks	FAD	NP-53.9 Small Value Procurement		3rd Quarter of 2018	GOP	80,000.00	80,000.00	0.00	
RESEARCH AND DEVELOPMENT DIVISION												
ALTERNATIVE METHODS OF PROCUREMENT												
I NP - LEASE OF REAL PROPERTY AND VENUE												
50299050 01	Rents - Building and Other Structures	1	Rental of venue for CoARE Stakeholders Meeting Tentative Date: November - December 2018 Tentative Location: Quezon City Capacity: Can accommodate at least 100 pax With Air-conditioner With free Wi-Fi With complete audio and video equipment (sound system, laptop, projector and projector screen, etc.) With tables and chairs	GOP	Negotiated Procurement/Lease of Real Property		4th Quarter of 2018	GOP	20,000.00	20,000.00	0.00	COARE
II NP - SMALL VALUE PROCUREMENT												
A. PHP50,000.00 AND BELOW												
50202010 01	ICT Training Expenses	1	Catering Service - One (1) Day CoARE OpenStack Training Date: September 28, 2018 Venue: ASTI Training Room No. of Attendees: 80 pax Requirement: AM Snack, Buffet Lunch, Freeflowing Coffee and PM Snack	RDD	NP-53.9 Small Value Procurement		3rd Quarter of 2018	GOP	27,000.00	27,000.00	0.00	COARE
50299030 00	Representation Expenses	2	Catering Service CoARE Stakeholders Meeting Target Date: November - December 2018 Estimate No. of Pax: 100 pax Requirement: AM Snack, Buffet Lunch, Freeflowing Coffee and PM Snack	RDD	NP-53.9 Small Value Procurement		4th Quarter of 2018	GOP	45,000.00	45,000.00	0.00	COARE
50203990 00	Other Supplies and Materials Expenses	3	Polo shirt with Custom Print 1. Sizing: XS - 3XLS for Male and Female (Supplier to provide sample sizes) 2. Tentative Color: Gray 3. Collar: Standard 4. Fabric: Honey Comb 5. Others: Embroidered logo at front and back 6. Logo and design provided by end-user	RDD	NP-53.9 Small Value Procurement		4th Quarter of 2018	GOP	10,000.00	10,000.00	0.00	COARE
TOTAL									273,500.00	273,500.00	0.00	

Prepared and Consolidated By:


KATHERINE S. RAMOS
Head, Bids and Awards Committee Secretariat

Recommending Approval:


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Chairperson, Bids and Awards Committee - 1

Approved By:


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