

ANNUAL PROCUREMENT PLAN CY 2013

(Goods and Services for Programmed Projects)

Agency: BUREAU OF FIRE PROTECTION - NATIONAL HEADQUARTERS
Address: Agham Road, Sitio San Roque, Brgy. Bagong Pag-asa, Quezon City

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Description of Goods and Services	PMO (End-User)	Mode of Procurement	Estimated Cost/ Approved Budget for the Contract (ABC)	PROCUREMENT SCHEDULE/MILESTONE OF ACTIVITIES			
				1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
A. MAJOR PROCUREMENT							
CURRENT CY 2013							
1 SAGF CY 2013							
1 Construction of 70 Fire Stations (BFP Standards of Fire Station for 1 Firetruck)		PB	281,680,000.00				
			281,680,000.00				
2 SAGF 2012							
1 Construction of 64 Fire Stations (BFP Standards of Fire Station for 1 Firetruck)		PB	257,536,000.00				
			257,536,000.00				
CONTINUING CY2012							
3 SAGF 2011							
1 Construction of Agham Fire Station		PB	29,000,000.00				
			29,000,000.00				
4 Special Projects/Activities (Annual Celebrations/Observeance)							
1 St. Florian Celebration	OFC-CHS	NP-SV	79,465.00				
2 Annual Retreats	OFC-CHS	NP-SV	10,000.00				
3 BFP Sportsfest	OFC		749,445.00				
Venue Rental for Opening and Closing Ceremony		NP-SV	20,000.00				
Event Venue Rentals		NP-SV	54,100.00				
Committee, Judges, Referees and Umpires		DC	73,200.00				
Cash Awards			23,000.00				
Uniform of Players & Spectators		NP-SV	261,700.00				
Invitation, Documentation & Tarpaulin		NP-SV	9,600.00				
Balloons and Flowers		SM	8,000.00				
Foods/Snacks for Participants/Players		NP-SV	199,500.00				
Sports Equipment		SM	37,930.00				

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Medical Equipment		SM	3,815.00				
Trophies and Awards		NP-SV	58,600.00				

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4 Conduct of 2013 Recognition Day Venue, Foods and Drinks Production of Tokens and Medals/Awards Production of Attire and Uniform Materials and Equipment Printing of Invitations Audio-Visual Presentation Fuel Communication	DP	NP-LV NP-SV NP-SV SM NP-SV NP-SV NP-SV SM	1,209,500.00 463,500.00 386,000.00 59,000.00 60,000.00 30,000.00 150,000.00 58,000.00 3,000.00				
5 Conduct of Team-Building Activity Lease of Venue Printing of Tarpaulin Gasoline	DP	PB NP-SV NP-SV	596,280.00 585,600.00 1,680.00 9,000.00				
6 BFP Anniversary 2013 Lease of Venue Printing of Invitations Materials and Equipment Audio-Visual Presentation Production of Token, Plaque and Souvenir Items	ODL	NP-LV NP-SV SM NP-SV NP-SV	798,500.00 348,000.00 28,000.00 43,500.00 140,000.00 239,000.00				
7 Fire Prevention Month Printing of Invitations, stage backdraft, streamers, activity book, booklet, posters, photos, t-shirts and balloons Flower Arrangements Food Supplies (kick-off, Culminating, Fun-Run, Games & Contest) Lease of venue (Kick-off Ceremony) incl. of lights and sounds system Lease of Venue (Fun-Run) incl. of lights and sounds system Token and Plaques Fire Demonstration Cash Prizes Mass and Choir Cell Cards Gasoline (XCS & Diesel) Various Office Supplies	DFSP	NP-SV NP-SV NP-SV NP-LV NP-LV NP-SV NP-SV NP-SV SM SM SM	1,422,560.00 425,140.00 31,400.00 349,020.00 80,000.00 50,000.00 94,000.00 70,000.00 200,000.00 5,000.00 9,000.00 72,500.00 36,500.00				

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8 Philippines Arbor Day	DO-FSOD	NP-SV	50,000.00				

1,472,560.00

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5 Lease of Venue for Seminar Workshop (Training Packages) (753)

1	Seminar/Workshop/Training Inroduction to ISSP Fomulation, Evaluation and Finalization/ MITHI	OFC-MIS	NP-LV	360,000.00				
2	Lenten Recollection	OFC-CHS	NP-LV	75,000.00				
3	Advent Recollection	OFC-CHS	NP-LV	75,000.00				
4	Regional Administrative Summit	DP	NP-LV	360,000.00				
5	Pre-retirement Program for Retiring Personnel (Trainer's training)	DP	NP-LV	96,000.00				
6	Lease of Venue for Training/Seminar on the Parameters of Project Buying a Living Tree System (BLTS) by respective Regional Forest Fire Protection Managers -FFPO	DO-FSOD	NP-LV	210,000.00				
7	Lease of Venue for Seminar Workshop for the Development of an Ideal Framework of Programs for the National Greening Program and the ASEAN Peatland Forest Project	DO-FSOD	NP-LV	210,000.00				
8	Lease of Venue for the Assessment of the Implementation of the ASEAN-IFAD/GEF Rehabilitation and Suatainable Use of Peatland Forests South East Asia	DO-FSOD	NP-LV	80,000.00				
9	Quarterly Command Conference	DPSD-PPD	NP-LV	474,000.00				
10	Lease of Venue for Seminar workshop on Trouble Shooting and Drivers Competency (Trainer's Training)	DL-LED	NP-LV	96,000.00				
11	Lease of Venue for the conduct of Formulation of CY 2014 APP/PPMP Seminar/Workshop(semi-annually)	DPSD-PPD	NP-LV	500,000.00				
12	Safety Organization of the Philipines Inc. (SOPI)	DFSP	NP-LV	90,000.00				
13	Conduct of Two day Fire Safety Awareness Program in Celebration of Int'l Women's Month	GAD	NP-LV	112,500.00				
14	Registration to RA 9184 Seminars	DL-SMD		100,000.00				

2,838,500.00

6 Office Supplies (755)

1	Continuous Form 11'x9 1/2" (2 ply), 70 gsm (NOSA)	DP	NP-SV	49,680.00				
2	Procurement of ID Cards and Ribbons	DP-CDD	NP-SV	200,000.00				
3	Procurement of Monthly Leave Report Data Binder	DP-PRMD	NP-SV	16,500.00				
4	Centralized Procurement of Toner Cartridge and Drum Assembly Kit	DL-LED	NP-SV	459,046.20				
5	Procurement of Tokens/Medals	DP	NP-SV	75,000.00				
6	Procurement of Tokens for lawmakers	DP-HRMD	NP-SV	15,000.00				
7	Procurement of Tokens for Retirees and Other VIPs	DP-MBD	NP-SV	227,500.00				
8	Procurement of Medals	DP-MBD	NP-SV	110,000.00				
9	Procurement of Give-aways for Birthday Celebrators	DP-MBD	NP-SV	50,000.00				

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10 Procurement of Loyalty Pins (20 years in the service)	DP-MBD	NP-SV	225,000.00				

1,427,726.20

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7 Accountable Forms (756)

1	Accountable Forms (CFC's)	DC-CMD	A-A	4,500,000.00				
2	Accountable Forms (MDS)	DC-CMD	A-A	43,920.00				
3	Accountable Forms (Cash Book GF103)	DC-CMD	A-A	12,200.00				
4	Printing of Official Receipts (OR) 1300 boxes	DC	A-A	4,940,000.00				

9,496,120.00

8 Medical, Dental and PT Lab Supplies (759/760)

1	Procurement of Drugs & Medicines for MEDICAL CONSULTATION & TREATMENT OF BFP PERSONNEL	DO-HEMD	PB	620,000.00				
2	Procurement of Medical Supplies for MEDICAL CONSULTATION & TREATMENT OF BFP PERSONNEL			120,000.00				
3	Procurement of Dental Supplies for the CONDUCT OF DENTAL CONSULTATION & TREATMENT			352,000.00				
4	Procurement of Supplies for the CONDUCT OF PHYSICAL THERAPY CONSULTATION & TREATMENTS			201,160.00				
5	Anti-Cervical Cancer Vaccines	GAD	PB	724,825.00				

2,017,985.00

9 Textbooks (765)

1	Installation of Lex Libris	OFC-HO	NP-SV	60,000.00				
2	Conduct Policy and Legal Research	OFC-IAS	NP-SV	7,150.00				
3	Conduct researches and legal studies	OFC-LAS	NP-SV	92,000.00				
4	SFPE Handbook on Fire Protection Engineering, 2008 Edition (Book)	DPSD-FSSDD	NP-SV	74,200.00				
5	Fire Protection Handbook, 2008 (Book)							
6	Fire and Life Safety Inspection Manual 2012							
7	NFPA 329 Recommended Practice for Handling Releases of Flammable and Combustible Liquids and Gases 2012 Ed.							
8	NFPA 19B-P: Proposed Recommendation for Using NFPA Standards No.19 in Writing Fire Apparatus Specifications							

233,350.00

10 Arson Laboratory Supplies (765)

1	Requirements for fingerprint collection of BFP NHQ & NCR	DFSP-IID	SM	55,000.00				
2	Procurement of electrical supplies for electrical failure simulation	DFSP-IID	SM	18,000.00				
3	Supplies in the conduct of laboratory examination/testing	DFSP-IID	NP-SV	28,000.00				
4	Procurement of MECIE van supplies and equipment	DFSP-IID	NP-SV	15,000.00				

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5 Procurement of operational GC gases (compressed air, Hydrogen and Helium)	DFSP	SM	34,200.00				
			150,200.00				

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11 Communication Expense (771,772,773,774)							
1	Activation of the BFP-NHQ Telecommunication	DPSD-FSSDD	NP-SV	273,000.00			
2	Postage and Deliveries	NHQ	DC	274,600.00			
				547,600.00			
12 Advertisement (780)							
1	BFP Image Building Professional and Production Services for TV Infomercial Professional and Productin Services for Radio Advertisement Publishing Services for Print Ads	OFC-PIS	PB PB NP-SV	2,700,000.00 1,800,000.00 600,000.00 300,000.00			
2	Advertisement of Invitation to Bid	BFP-BAC	NP-SV	500,000.00			
				3,200,000.00			
13 Printing/ Reproduction Services (781)							
1	Printing of BFP 2014 wall & Desk Calendar	OFC-PIS	PB	500,000.00			
2	Printing /Publication of Maltese	OFC-PIS	NP-SV	480,000.00			
3	Printing of Performance Mgt Framework Book Two	ODCA	NP-SV	80,000.00			
4	Printing of Service Record Form	DP-PRMD	NP-SV	13,600.00			
5	Printing of Personnel Handbook 2013 Edition	DP	NP-SV	400,000.00			
6	Printing of Strategic HR Plan	DP-CDD	PB	500,000.00			
7	Printing of FO1 Questionnaires and Answer Sheets	DP-HRMD	NP-SV	133,504.00			
8	Appointment Forms (Triplicate copy, short size, full color, 2 sides printing)	DP	NP-SV	350,000.00			
9	Printing of IEC Materials on Project Buying a Living Tree System (BLTS)	DO-FSOD	NP-SV	200,000.00			
10	Printing of IEC Materials on Fire Suppression and its Safety	DO-FSOD	NP-SV	150,000.00			
11	Payslip	DC-CMD	A to A	500,000.00			
12	Printing of Order of Payment Forms (OPS) 632 boxes	DC	A to A	2,528,000.00			
13	Printing of Comptroller Handbook	DC	A to A	350,000.00			
14	Printing of Safety Awareness Materials for the Conduct of Activities in Support to the Year-Round Safety Awareness Program of the Government	DFSP	NP-SV	120,000.00			
15	Printing of Fire Safety Manual (Compilation of new circulars, directives, guidelines on fire safety enforcement)	DFSP-FSED	NP-SV	200,000.00			
16	Printing of Training Module for Fire Volunteer and Members of Fire Brigades	DFSP-FSED	NP-SV	150,000.00			
17	Printing of Training Module for Kiddie and Junior Fire Marshal	DFSP-FSED	PB	500,000.00			

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18 Printing of Info Materials on Magna Carta on Women, Violence Against Women and Children, STI,HIV and AIDS prevention	GAD	NP-SV	100,000.00				
			7,255,104.00				

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14 Rent Expense (782)							
1 Rental of Complete ID Card Production System Service	DP-PRMD		228,000.00				
2 Rental of Nine (9) units Photocopying Machine (DCO, SMD, DFSP, DO, PPD, FSSDD, DPSD, DC)	DL	PB	864,000.00				
			1,092,000.00				
15 Transport & Delivery (784)							
1 Freight & Handling of Major Equipment for distribution to Regional Office BFP Wide	DL-SAPD	PB	3,000,000.00				
			3,000,000.00				
16 Subscription (786)							
1 Newspaper Subscription NHQ	OFC-PIS	NP-SV	272,598.00				
2 One year subscription of NFPA Journal	DPSD-FSSDD	DC	9,000.00				
			281,598.00				
17 Other Professional Services (799)							
1 Consultancy Services (media)	OFC-PIS	NP-SV	240,000.00				
2 Consultancy Services (IT)	OFC-MIS	NP-SV	336,000.00				
3 Consultancy for Drafting and Finalization of the Bureau of Fire Protection Information System Strategic Plan (ISSP)	OFC-MIS	NP-SV	240,000.00				
4 Consultancy Services (Organizational Development)	OFC	NP-SV	240,000.00				
5 Consultancy Services (legal)	OFC	NP-SV	384,000.00				
6 Conduct of Physical Fitness Activity for CY 2013	ODCO	NP-SV	48,000.00				
7 Consultancy for the Facilitation of FOE	DP-CDD	NP-SV	98,000.00				
8 Consultancy for the Formulation of Job Description	DP-HRMD	NP-SV	50,000.00				
			1,636,000.00				
18 Repair Maintenance of Building/Facilities (811)							
1 Repair & Maintenance of Adoration Chapel	OFC-CHS	NP-SV	20,000.00				
2 Installation/Fabrication of Racking System	ODCO	NP-SV	100,000.00				
3 Repair/Maintenance of Open Shelves	DP-PRMD	NP-SV	100,000.00				
4 Renovation of Records Room	DP-PRMD	NP-SV	350,000.00				
5 Fabrication of Filing Cabinets 9 units of 3 layers, 2doors of 72" x 52" x 16 1/2"	DC	NP-SV	85,500.00				
6 Day Care Room renovation at BFP-NHQ	GAD	NP-SV	192,571.03				
7 Female Quarter Master	GAD	NP-SV	114,398.97				

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8 Monthly Preventive Maintenance of Two (2) Fuji Passenger Elevator	DL-LED	NP-SV	144,000.00				
9 Preventive Maintenance of Auxillary Line System within BFP NHQ	NHQ	PB	540,000.00				
10 Annual Preventive Maintenance of 125 Air-Conditioning Units	DL-LED	PB	1,533,600.00				

3,180,070.00

19 Repair and Maintenance of Other Office Equipment (821)

1 Upgrade of Office equipment	OFC-LAS	SM	18,700.00				
2 Computer Service Fee/Maintenance	DP-PRMD	NP-SV	10,000.00				
3 Maintenance of Office Equipment	DP	NP-SV	20,000.00				
4 Repair And Maintenance Of Office Equipment	DO	NP-SV	20,000.00				
5 Calibration/Mobilization Of Radio Communication Equipment Within NCR	DO-FSOD	NP-SV	60,000.00				
6 Repair And Maintenance Of Office Equipment	DO-FSOD	NP-SV	60,000.00				
7 Repair And Maintenance Of Office Equipment	DO-HEMD	NP-SV	50,000.00				
8 Repair And Maintenance Of Office Equipment	DO-SOD	NP-SV	20,000.00				
9 Repair & Maintenance of the Equipment for the Conference Room and Sound System	ODL	NP-SV	10,000.00				
10 Quarterly Preventive Maintenance of one (1) unit 750 KVA Power Generator Set for a paerios of one year	DL-LED	NP-SV	50,000.00				
11 Repairs and Maintenance of Office Equipment	DC	NP-SV	200,000.00				
12 Repairs and Maintenance of Tally Line Printer	DC-CMD	DC	80,000.00				
13 Photo Copying Machine (Ricoh)	ODPSD	NP-SV	10,000.00				
14 Repair of Office Equipment	DFSP	NP-SV	10,000.00				
15 Reconditioning/Rewinding of Submersible Pumps and Reconditioning of Booster Pumps	DL	NP-SV	324,500.00				
16 Maintenance calibration of GAS Chromatograph	DFSP	DC	10,000.00				

953,200.00

20 Upgrading of IT Equipment and Software (823)

1 Upgrade of IT equipment	OFC-LAS	SM	78,000.00				
2 Computer Parts and Peripherals	OFC-IAS	SM	50,000.00				
3 Upgrade of IT equipment	OFC-PIS	SM	130,000.00				
4 Upgrading of Computers and Other Equipment	ODCA	SM	30,000.00				
5 Upgrading of Personnel Management System	DP-CDD	SM	150,000.00				
6 Upgrading of Computers	DP-PRMD	SM	245,000.00				
7 Upgrading of Computers	DP-CDD	SM	180,000.00				

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8	Upgrading of Computers	DP	SM	100,000.00				
9	Upgrading of Computer	DP-HRMD	SM	30,000.00				
10	Upgrading of Computers	DP-CDD	SM	245,000.00				
11	Upgrading of Computers	DO	SM	272,800.00				
12	Upgrading of Computer and Software	ODL	SM	90,400.00				
13	Upgrading of Computer and Software	DL-LED	SM	206,690.00				
14	Upgrading of Computers	DC	SM	90,000.00				
15	Upgrading of Computers	DC-FMD	SM	90,000.00				
16	Upgrading of Computers	DC-CMD	SM	90,000.00				
17	Upgrading/Maintenance of Computers, Softwares & Application	ODPSD	SM	107,700.00				
18	Upgrading/Maintenance of Computers, Softwares & Application	DPSD-PPD	SM	107,700.00				
19	Upgrading/Maintenance of Computers, Softwares & Application	DPSD-FSSDD	SM	120,000.00				
20	Repair/ Upgrading of Computers (1 odfsp, 2 iid, 1 als and 2 fsed)	DFSP	SM	20,000.00				

2,433,290.00

21 Repair/Maintenance of Office Vehicles/Motorcycles (841)

1	Preventive Maintenance of BFP-NHQ Service Vehicles	DL-LED	NP-SV	469,766.00				
2	Repair of BFP-NHQ Service Vehicles	DL-LED	PB	1,244,602.00				
3	Preventive Maintenance Supplies of NHQ vehicle	DL	NP-SV	165,715.00				
4	Repair of MECIE van including air conditioning unit	DFSP-IID	NP-SV	75,000.00				
5	Requirements for MECIE van responses	DFSP-IID	NP-SV	12,000.00				

1,967,083.00

22 Other Supplies/Catering Services (765)

1	Meals and Snacks for Conduct of Board Deliberations (CSUPT rank)	OFC	NP-SV	80,000.00				
2	Meals and Snacks for BFP contingents in participation to various government agency activities	OFC	NP-SV	340,000.00				
3	Meals and Snacks for Cluster Meetings with CSC	DP-CDD	NP-SV	105,000.00				
4	Meals and Snacks for Oath Taking Ceremony (Promotion of Officers/ Personnel)	DP-CDD	NP-SV	12,000.00				
5	Meals and Snacks for Committee Meetings Chaired by DP	DP	NP-SV	200,000.00				
6	Meals and Snacks (New Year's Call)	DP-HRMD	NP-SV	23,000.00				
7	Meals and Snacks (Turn-over Ceremonies)	DP-HRMD	NP-SV	20,000.00				
8	Meals and Snacks during the Formulation of the Strategic HR Plan	DP-CDD	NP-SV	100,000.00				
9	Meals & Snacks (OPLAN KALULUWA)	DO	NP-SV	20,000.00				

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10	Meals & Snacks (OPLAN PAALALA)	DO	NP-SV	20,000.00				
11	Meals and Sacks for the IMPLEMENTATION/LAUNCHING OF APPROVED ADVOCACY PROGRAM-BUYING A LIVING TREE SYSTEM (BLTS) W/ SILG AND DENR	DO-FSOD	NP-SV	100,000.00				
12	NETWORKING W/ Gos & NGOs re: INTEROPERABILITY	DO-HEMD	NP-SV	40,000.00				
13	Oplan La Mesa Dam	DO-FSOD	NP-SV	100,000.00				
14	Oplan Lakbay Alalay	DO	NP-SV	20,000.00				
15	Meals and Snacks for BFP contingents in participation to various government agency activities	DO	NP-SV	88,550.00				
16	Catering Services: BAC Meetings	BFP-BAC	NP-SV	480,000.00				
17	Catering Services: Conference for RFMD Officers&Staff/RDO's	DC-FMD	NP-SV	60,000.00				
18	Catering Services: 1-day COA Exit Conference	DC	NP-SV	60,000.00				
19	Catering Services (Budget Hearings/Deliberations)	DC-FMD	NP-SV	204,000.00				
20	Meals and Snacks for Inter-Agency Activities	DC	NP-SV	180,000.00				
21	Meals and Snacks for PSIS Quarterly PRA	DPSD-FSSDD	NP-SV	36,000.00				
22	Meals and Snacks for ISSP Meeting	DPSD-FSSDD	NP-SV	90,000.00				
23	For BFP Technical Committee Meeting with Regional TWG & Supplier	DPSD-FSSDD	NP-SV	360,000.00				
24	Meals and Snacks for FSSDD Inter-Agency & Collaboration Meeting	DPSD-FSSDD	NP-SV	27,000.00				
25	Meals and Snacks During Meetings for the Review of Application for Alternative/Remedial Fire Safety Measures by the FSTC	ODFSP	NP-SV	36,000.00				
26	Meals and Snacks During Meetings for the Review and Formulation of Policy and Guidelines by the Fire Code Technical Staff	ODFSP	NP-SV	24,000.00				
27	Meals and Snacks (GAD meetings)	GAD	NP-SV	15,000.00				
28	Provision for Meals & Snacks for the conduct of weekly Mngt. Committee Meetings	OFC	NP-SV	250,000.00				
				3,090,550.00				

23 Other Supplies/Uniforms

1	Usherettes, Ushers, Liasons Uniforms and Other Paraphernalias	OFC-PIS	NP-SV	105,600.00				
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105,600.00

24 Tires and Batteries

1	Procurement of Tire and Batteries for BFP NHQ Vehicles	DL-LED	PB	1,108,989.20				
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1,108,989.20

25 Performance Testing Expenses

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1 Performance Testing Fees (OSHC, PTRI, MRIDC)	DPSD-FSSDD	A - A	260,000.00				

260,000.00

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