

PHILIPPINE COAST GUARD
COAST GUARD CIVIL RELATIONS SERVICE
Annual Procurement Plan FY 2023

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Program/Activity/Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	C O	
Code	General Description												
	I. General Administration and support												
	A. Personnel Readiness												
	1. Local Travel												
	Airline Ticket (For Operational Purpose Only)	Coast Guard Civil Relations Service		NP- 53.14 Direct Retail Purchase of Petroleum and Airline Tickets	27-Aug-23	10-Sep-23	15-Sep-23	29-Sep-23	GoP	17,400.00	17,400.00		Intended for operational movement.
100000100001000	2. Moral and Welfare												
	a. CGCRS Anniversary												
	Supply and Delivery of Meals (AM Snack, Lunch and PM Snacks)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	18-Apr-23	21-Apr-23	22-Apr-23	22-Apr-23	GoP	163,200.00	163,200.00		Commemoration of CGCRS Anniversary.
	b. Sports Feet												
	Supply and Delivery of Meals (2 days) (AM Snack, Lunch and PM Snacks)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	18-Apr-23	21-Apr-23	22-Apr-23	22-Apr-23	GoP	89,300.00	89,300.00		This activity used to promotes camaraderie, rapport, and builds strong bonds within the personnel of the command.
	Sublimated Athletic Uniform (Round neck T-Shirts and Shorts w/ CGCRS Logo)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	5-Apr-23	8-Apr-23	11-Apr-23	12-Apr-23	GoP	115,050.00	115,050.00		
	c. Commanders Dialogue												
	Supply and Delivery of Meals	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	20-Jun-23	23-Jun-23	26-Jun-23	27-Jun-23	GoP	143,500.00	143,500.00		This activity aims to strengthen relationship between Commanding Officer CGCRS personnel.
	d. Women's Month Celebration												
	Supply and Delivery of Meals (AM Snack, Lunch)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	24-Mar-23	24-Mar-23	27-Mar-23	28-Mar-23	GoP	29,150.00	29,150.00		
	e. Annual Planning, Performance Review and Organizational Assessment	Coast Guard Civil Relations Service		NP-53.10 Lease of Real Property and Venue	N/A	N/A	5-Apr-23	12-Apr-23	GoP	738,000.00	738,000.00		
	f. Lease of Venue Including Meals during Conduct of CGCRS Year-End Assessment	Coast Guard Civil Relations Service		NP-53.10 Lease of Real Property and Venue	N/A	N/A	10-Nov-23	13-Nov-23	GoP	670,000.00	670,000.00		
100000100001000	3. Values and Education												
	a. Troops Information and Education												
	Supply and Delivery of Meals (AM, Lunch and PM Snacks)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	4-Mar-23	24-Mar-23	27-Mar-23	28-Mar-23	GoP	45,800.00	45,800.00		This activity aims to educate and enhance the knowledge of CGCRS personnel.
	b. Civil-Military Operations	Coast Guard Civil Relations Service		NP- 53.5 Agency to Agency	3-Jul-23	3-Jul-23	4-Jul-23	5-Jul-23	GoP	38,040.00	38,040.00		
	4. Training Readiness												
	a. Marksmanship	Coast Guard Civil Relations Service											This activity aims to enhance the knowledge and skills of CGCRS personnel particularly in Marksmanship
	Supply and Delivery of Meals (2 days) (AM Snack, Lunch and PM Snacks)			NP- 53.9 Small Value Procurement	1-Aug-23	5-Aug-23	8-Aug-23	9-Aug-23	GoP	154,000.00	154,000.00		
	Memento, Token and Certificate			NP- 53.9 Small Value Procurement	1-Aug-23	5-Aug-23	8-Aug-23	9-Aug-23	GoP	10,000.00	10,000.00		
	5. Gender and Development Activities												
	a. Mental Health Awareness and Stress Management												
	Supply and Delivery of Meals (1 day) (Lunch)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	24-Jul-23	24-Jul-23	25-Jul-23	26-Jul-23	GoP	21,800.00	21,800.00		This activity aims to educate and enhance the knowledge of CGCRS personnel regarding Gender and Development
	Token/ Certificates/ Tarpaulin	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	24-Jul-23	24-Jul-23	25-Jul-23	26-Jul-23	GoP	2,000.00	2,000.00		
	b. The Anti Sexual Harassment Act of 1995 and The Safe Space Act Seminar												
	Supply and Delivery of Meals (1 day) (AM Snacks and Lunch)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	24-Oct-23	27-Oct-23	30-Oct-23	31-Oct-23	GoP	38,500.00	38,500.00		
	Token/ Certificates/Tarpaulin	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	24-Oct-23	27-Oct-23	30-Oct-23	31-Oct-23	GoP	2,000.00	2,000.00		
	c. Gender Sensitivity Seminar												
	Supply and Delivery of Meals (1 day) (AM Snacks and Lunch)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	28-Aug-23	30-Aug-23	1-Sep-23	4-Sep-23	GoP	38,300.00	38,500.00		
	Token/ Certificates/Tarpaulin	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	28-Aug-23	30-Aug-23	1-Sep-23	4-Sep-23	GoP	2,000.00	2,000.00		

	d. Prevention of Alcohol and Drug Abuse in Maritime Sectors											
	Supply and Delivery of Meals (1 day) (AM Snacks and Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	2-Oct-23	4-Oct-23	5-Oct-23	6-Oct-23	GoP	32,450.00	32,450.00		
	Token/ Certificates/Tarpaulin	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	2-Oct-23	4-Oct-23	5-Oct-23	6-Oct-23	GoP	2,000.00	2,000.00		
	2. Mobility											
100000100001000	a. CGCRS Vehicle Repair, Maintenance and Registration Renewal (MPV and Hilux)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	8-Jun-23	11-Jun-23	15-Jun-23	17-Jun-23	GoP				
	Spare Parts											
	Tires for Multi-Purpose Van (225/70 r17)								10,000.00	10,000.00		
	Tires for Hilux Pick-up (205/75 r17.5)								10,000.00	10,000.00		
	Pressure plate								9,000.00	9,000.00		
	Signal light bulb								800.00	800.00		
	Clutch lining								9,000.00	9,000.00		
	Flywheel								11,000.00	11,000.00		
	Expansion Valve								2,500.00	2,500.00		
	Filter Drier								3,600.00	3,600.00		
	Aircon Oring								500.00	500.00		
	Evaporator Front/Rear								7,500.00	7,500.00		
	Capilla Oil								500.00	500.00		
	Freon								2,000.00	2,000.00		
	Brake Shoe								5,200.00	5,200.00		
	Brake Pad								4,800.00	4,800.00		
	Wheel Cylinder								4,800.00	4,800.00		
	Synthetic Grease								450.00	450.00		
	Transmission								15,000.00	15,000.00		
	Painting								18,000.00	18,000.00		
	Re-upholstery								12,000.00	12,000.00		
100000100001000	C. Semi-Expandable Equipment/Supplies											
	1. CRS Office Supplies	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	13-Jul-23	15-Jul-23	19-Jul-23	21-Jul-23	GoP				
	Ballpen (black, 0.5mm, water-resistant ink)								330.00	330.00		
	Binder & Archfile (A4 size, Color: Any)								16,000.00	16,000.00		
	Bond Paper (Multicopy, A4 size, 80 gsm)								35,700.00	35,700.00		
	Envelope (documentary, A4 size, brown)								455.00	455.00		
	Clean Book (A4 size)								1,060.00	1,060.00		
	Clip Board (Legal size)								820.00	820.00		
	Clean Sliding Folder (Acetate film in front, morocoboard at the back)								1,780.00	1,780.00		
	Correction Tape								580.00	580.00		
	Cork Board with Metal Frame (18" x 12")								14,500.00	14,500.00		
	Double Sided Tape (24mm x 10mm, Color: White)								720.00	720.00		
	Electrical Tape (16m)								1,080.00	1,080.00		
	Envelope (Expanding, Kraft, Legal size)								1,700.00	1,700.00		
	Fastener (Metal, Non-Sharp Edges)								840.00	840.00		
	Flash Drive								2,725.00	2,725.00		
	Fold Back Clip (1.52in x 46 x 41mm)								1,260.00	1,260.00		
	Highlighter (color: orange)								500.00	500.00		
	Marker Whiteboard (Color: Assorted of Black, Blue, Red)								2,480.00	2,480.00		
	Masking/Paper tape (24x16mm, no mess)								1,750.00	1,750.00		
	Paper Clip (33mm, 53.2g round vinyl, color: assorted)								150.00	150.00		
	Paper Puncher (2hole, 10 sheets)								1,550.00	1,550.00		
	Pencil with eraser (12's)								1,080.00	1,080.00		
	Push Pins (100's)								210.00	210.00		
	Printer Ink (EPSON 003-Black Ink Bottle)								19,400.00	19,400.00		
	Printer Ink (EPSON 003-Magenta Ink Bottle)								19,400.00	19,400.00		
	Printer Ink (EPSON 003-Yellow Ink Bottle)								19,400.00	19,400.00		
	Printer Ink (EPSON 003-Cyan Ink Bottle)								19,400.00	19,400.00		
	Record Book (200 Pages, Size: 176mm x 276mm min)								1,410.00	1,410.00		
	Stamp Pad (Blue)								270.00	270.00		
	Stamp Pad Ink (Blue)								540.00	540.00		
	Stapler w/ Staple Wire Remover								1,310.00	1,310.00		
	Storage File Rack Organizer, Metal mesh Office Tools								14,500.00	14,500.00		
	Scissors								535.00	535.00		
	Specialty Paper (Board, Laser and Inkjet Compatible, 100gsm, Laid Texture Watermark, Color: Cream) (500sheets/ream)								5,500.00	5,500.00		
	Specialty Paper (Glossy, Laser and Inkjet Compatible, 100gsm, Laid Texture Watermark, Color: Cream) (500sheets/ream)								2,160.00	2,160.00		
	Sign Pen (0.7mm, Color: Red/Black)								900.00	900.00		
	Sign Here Sticky Notes								2,000.00	2,000.00		
	Sticky Notes (3x3in, multi color)								2,250.00	2,250.00		
	Sticky Paper Glossy Matte (A4)								6,060.00	6,060.00		
	Adhesive Tape (48mmx100yards, big roll)								2,750.00	2,750.00		

Maintenance and repair of equipment by monitoring the unit care, quality and cost of the service provided.

The physical components of the office that regularly used in daily operations of the office.

[illegible]

Mefenamic Acid 500mg (100's/box)										8,640.00	8,640.00	Medicines and Medical supplies used for medical and dental mission.
Metformin Hydrochloride 500mg (100's/box)										5,100.00	5,100.00	
Losartan 50mg										13,950.00	13,950.00	
Omeprazole 20mg (100's/box)										12,200.00	12,200.00	
ORS (25's)										5,500.00	5,500.00	
Paracetamol 500mg (500's/box)										10,800.00	10,800.00	
Paracetamol ibuprofen 325mg/200mg (100's/box)										10,600.00	10,600.00	
Simvastatin 20mg (100's/box)										9,200.00	9,200.00	
Paracetamol 500mg + Phenylpropanolamine 25mg + chlorphenamine 2mg										19,080.00	19,080.00	
Cloxacillin 500mg										25,320.00	25,320.00	
Vitamin B- Complex (100's/box)										9,360.00	9,360.00	
Tranexamic Acid Capsule 500mg										4,320.00	4,320.00	
Amoxicillin Capsule 250mg										4,880.00	4,880.00	
Amoxicillin Capsule 500mg										15,600.00	15,600.00	
Medical and Dental Supplies	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	11-Feb-23	14-Feb-23	18-Feb-23	19-Feb-23	GoP					
Alcohol Ethyl 70% 500ml										9,000.00	9,000.00	
Non-sterile Latex Ambidextrous Gloves Medium sized (100's)										13,500.00	13,500.00	
Cotton Balls (150's)										2,560.00	2,560.00	
Disposable cups 8oz 100/pkg										1,520.00	1,520.00	
Isopropyl Alcohol 500ml 70%										1,250.00	1,250.00	
Disposal Gloves (S,M,L)										5,200.00	5,200.00	
Dental Anesthesia										7,500.00	7,500.00	
Face Mask (Earloop) Disposable										650.00	650.00	
Dental Needle 27G Short										1,850.00	1,850.00	
Dental Needle 27G Long										1,100.00	1,100.00	
Gauze Pads (2x2)										1,275.00	1,275.00	
Topical Anesthesia (Xylocaine)										8,320.00	8,320.00	
Absorbent Cotton 300 gms										2,250.00	2,250.00	
Dental Bic										2,050.00	2,050.00	
Cider 5 Liters										5,800.00	5,800.00	
Garbage Bag (10 pcs)										845.00	845.00	
Tissue (6 pcs/pkg)										1,400.00	1,400.00	
B. Community Relations Service												
100000100001000	a. Adopt a School Program/ Brigade Estrella											
Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	4-Aug-23	24-Aug-23	27-Aug-23	28-Aug-23	GoP	40,000.00	40,000.00		This activity aims in reaching schools through services and extending a hand towards educational development.	
b. Coastal Cleanup / Mangrove Planting									-	-		
Supply and Delivery of Meals (AM Snacks and Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	18-Apr-23	21-Apr-23	22-Apr-23	22-Apr-23	GoP	22,800.00	22,800.00		This activity aims to protect marine life and to prevent further harm to quality of the marine water resources	
c. Static Display/Exhibit									-	-		
Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	4-Mar-23	24-Mar-23	27-Mar-23	28-Mar-23	GoP	33,200.00	33,200.00		This activity aims to showcase all the equipment and assets of PCG.	
d. Feeding Program									-	-		
Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	12-Apr-23	14-Apr-23	15-Apr-23	18-Apr-23	GoP	30,000.00	30,000.00		This activity aims to promote the PCG through serving street children and home for the elders.	
e. Women's Reproductive Health Caravan												
Supply and Delivery of Meals (AM Snacks and Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	18-Apr-23	21-Apr-23	22-Apr-23	22-Apr-23	GoP	31,800.00	31,800.00		This activity aims to help women with their reproductive health care.	

Prepared by:

Recommended by:

Approved by:

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