

**COAST GUARD FINANCE SERVICE Revised Annual Procurement Plan for FY 2023**

Code (PAP)	Procurement Project	EMU/End-user	To what is being Procured? (Activity/Year/No)	Mode of Procurement	Anticipated Submission of Bids/Opening of Bids	Schedule for Each Procurement Activity	Source of Funds	Estimated Budget (PAP)		CO	Remarks (Brief description of Project)
	<b>I. General Administration and Support</b>										
	<b>A. AIRLINE TICKETS</b>										
1000001000010000	1. Orientation on Financial Benefits and Systems and Accounting of PCG Trainees	CGFS	NO	NP-25.11 Direct/Franchise Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	310,000.00	310,000.00		Contract of franchise actual headcount Regional Training Centers to match the record at regional unit
1000001000010000	2. Finance Service Units Systems Audit	CGFS	NO	NP-25.11 Direct/Franchise Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	150,000.00	150,000.00		Contract of system audit to all 507's in each CGFS Unit/CD
1000001000010000	3. Orientation on Collecting Management System to CROs in Districts and Stations	CGFS	NO	NP-25.11 Direct/Franchise Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	100,000.00	100,000.00		Contract of orientation on the newly created system to be utilized by CROs
1000001000010000	4. Orientation on Newly Activated Finance Service Units and Reporting of Assigned Personnel	CGFS	NO	NP-25.11 Direct/Franchise Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	280,000.00	280,000.00		Contract of orientation to newly activated Finance Service Units and reporting of assigned personnel
	<b>B. MORALE AND WELFARE</b>										
1000001000010000	1. Regular Meetings and Conferences	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	56,000.00	56,000.00		Contract of Regular Meetings of Staff
1000001000010000	2. CGFS Personnel Assessment	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	89,000.00	89,000.00		Contract of personnel assessment in support to the semi-annual ERTCA unit
1000001000010000	3. CGFS Anniversary	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	655,000.00	655,000.00		Contract of annual CGFS anniversary celebration
1000001000010000	4. Awards and Decorations	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	150,000.00	150,000.00		Procurement of CGFS badge in accordance with SOP No. 08-25 dated 09 May 2023
	<b>C. TRAININGS, SEMINARS AND WORKSHOPS</b>										
1000001000010000	1. GAD Related Training for CGFS Personnel	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	54,500.00	54,500.00		Contract of GAD related training to increase awareness on GAD
	<b>E. COMMAND AND STAFF REQUIREMENTS OF HCGFS</b>										
1000001000010000	1. Supply and Delivery of Janitorial Supplies	CGFS	NO	NP-25.5 Agency-to-Agency	Year-round	N/A	Year-round	485,620.00	485,620.00		To support the CGFS day to day operations
1000001000010000	2. Supply and Delivery of Janitorial Supplies	CGFS	NO	NP-25.5 Agency-to-Agency	Year-round	N/A	Year-round	47,800.00	47,800.00		To provide cleaning materials to the office
1000001000010000	<b>F. MANDATORY AND OTHER EXPENSES</b>										
1000001000010000	1. Supply and Delivery of Cheque Booklets	CGFS	NO	NP-25.5 Agency-to-Agency	Year-round	N/A	Year-round	9,660.00	9,660.00		Cheque booklets to be used by MDS
1000001000010000	2. Supply and Delivery of Official Receipts	CGFS	NO	NP-25.5 Agency-to-Agency	Year-round	N/A	Year-round	25,200.00	25,200.00		Business to POCs customer to provide receipt by designated CRO's nationwide
1000001000010000	2. Internet Subscription Expenses	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	375,000.00	375,000.00		Internet Subscription to be utilized in highly critical office space of CGFS
1000001000010000	4. Rental Expenses	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	185,000.00	185,000.00		Rental expense for photocopying machine in CGFS
	<b>G. EQUIPMENT READINESS</b>										
1000001000010000	1. Quarterly Maintenance of Server and Other Equipment	CGFS	NO	Direct Contracting	Year-round	N/A	Year-round	178,656.00	178,656.00		For the maintenance of server used in the Centralized Project Management Unit
1000001000010000	2. Procurement of LCD Projector	CGFS	NO	NP-25.9 Small Value Procurement	Year-round	N/A	Year-round	27,125.00	40,000.00		For the maintenance of service used in the Centralized Project Management Unit
2000001000010000	<b>II. Support to Operations</b>										
2000001000010000	1. Capability Development and Enhancement Workshop	CGFS	NO	NP-25.11 Direct/Franchise Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	355,800.00	500,000.00		To be utilized during staff meetings and conferences
	<b>Grand Total</b>							<b>3,386,701.00</b>			

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