COAST GUARD FINANCE SERVICE Revised Annual Procurement Plan for FY 2023

Code (PAP)	Procurement 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 Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	I. General Administration and Support												
	A. AIRLINE TICKETS												
000100001000	1. Orientation on Financial Benefits and Systems and Accounting of PCG Trainees	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	Year-round	GoP	310,000.00	310,000.00		Conduct of trainees' actual headcount at Regional Training Centers to match the records at Payroll Unit
000100001000	2. Finance Service Units Systems Audit	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	Year-round	GoP	150,000.00	150,000.00		Conduct of systems audit to all FSUs in each CG District
000100001000	3. Orientation on Collecting Management System to CROs in Districts and Stations	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	Year-round	GoP	100,000.00	100,000.00		Conduct of orientation on the newly created system to be utilized by CROs
000100001000	4. Orientation on Newly Activated Finance Service Units and Reporting of Assigned Personnel	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	Year-round	GoP	210,000.00	210,000.00		Conduct of orientation to newly activated FSU in CGNEM, CGDSM and CGDBARMM and reporting of assigned personnel
000100001000	5. Various Official Travel of CGFS Personnel	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	N/A	Year-round	Year-round	GoP	160,000.00	150,000.00		Various official travel of CGFS personnel
	B. MORALE AND WELFARE												
000100001000	1. Regular Meetings and Conferences	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	36,000.00	36,000.00		Conduct of Regular Meetings of Staffs
000100001000	2. CGFS Personnel Assessment	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	67,000.00	69,000.00		Conduct of personnel assessment in support to the semi-annual IPEM and OFR rating to personnel
000100001000	3. CGFS Anniversary	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	445,000.00	445,000.00		Conduct of annual CGFS Anniversary celebration
000100001000	4. Awards and Decorations	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	145,000.00	145,000.00		Procurement of CGFS Badge in accordance with SOP No. 01-23 dated 01 May 2023
000100001000	5. CGFS Year-End Assessment	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	300,000.00	300,000.00		Conduct of year-end assessment of CGFS
	C. TRAININGS, SEMINARS AND WORKSHOPS												
000100001000	1. GAD Related Training for CGFS Personnel	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	34,500.00	34,500.00		Conduct of GAD related activities to increase awareness on GAD
000100001000	2. Inter-agency Course	CGFS	NO	Direct Contracting	Year-round	N/A	Year-round	Year-round	GoP	39,700.00	38,700.00		Payment of per capita
	E. COMMAND AND STAFF REQUIREMENTS OF HCGFS												
000100001000	1. Supply and Delivery of Office Supplies	CGFS	NO	NP-53.5 Agency-to-Agency	Year-round	N/A	Year-round	Year-round	GoP	405,670.00	405,670.00		To support the CGFS day to day operations
000100001000	2. Supply and Delivery of Janitorial Supplies	CGFS	NO	NP-53.5 Agency-to-Agency	Year-round	N/A	Year-round	Year-round	GoP	47,900.00	47,900.00		To provide cleaning materials to the office
	F. MANDATORY AND OTHER EXPENSES												
000100001000	1. Supply and Delivery of Cheque Booklets	CGFS	NO	NP-53.5 Agency-to-Agency	Year-round	N/A	Year-round	Year-round	GoP	4,400.00	4,400.00		Cheque booklets to be used by MDS for issuance to PCG clientele
000100001000	2. Supply and Delivery of Official Receipts	CGFS	NO	NP-53.5 Agency-to-Agency	Year-round	N/A	Year-round	Year-round	GoP	25,200.00	25,200.00		Official receipts to be utilized by designated CRO's nationwide
000100001000	2. Internet Subscription Expenses	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	375,000.00	375,000.00		Internet subscription to be utilized in the newly rented office space of CGFS
000100001000	4. Rental Expenses	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	183,000.00	183,000.00		Rental expenses for photocopying machines of CGFS
	G. EQUIPMENT READINESS												
000100001000	1. Quarterly Maintenance of Server and Other Equipment	CGFS	NO	Direct Contracting	Year-round	N/A	Year-round	Year-round	GoP	193,056.00	193,056.00		For the maintenance of server used in the Centralized Payroll Management Unit
000100001000	2. Procurement of LCD Projector	CGFS	NO	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	27,125.00	40,000.00		to be utilized during staff meetings and conferences
	II. Support to Operations												
000100001000	1. Capability Development and Enhancement Workshop	CGFS	NO	NP 53.10 Lease of Venue	Year-round	N/A	Year-round	Year-round	GoP	305,000.00	500,000.00		
		Grand Total								3,715,601.00			

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