

**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	CO	
<b>Code</b>	<b>General Description</b>												
	<b>I. General Administration and support</b>												
	<b>A. Personnel Readiness</b>												
	<b>1. Local Travel</b>												
	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.
	<b>2. Moral and Welfare</b>									-	-		
100000100001000	<b>a. CGCRS Anniversary</b>									-	-		
	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>b. Sports Fest</b>									-	-		
	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	69,300.00	69,300.00		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	120,750.00	120,750.00		
	<b>c. Commanders Dialogue</b>									-	-		
	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	141,875.00	141,875.00		
	<b>d. Annual Planning, Performance Review and Organizational Assessment</b>												
	<b>e. Lease of Venue including Meals during Conduct of CGCRS Year-End Assessment</b>												
		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	738,000.00	738,000.00		This activity aims to strengthen relationship between Commanding Officer CGCRS personnel.
	<b>3. Values and Education</b>									-	-		
100000100001000	<b>a. Troops Information and Education</b>									-	-		
	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	45,600.00	45,600.00		This activity aims to educate and enhance the knowledge of CGCRS personnel.
	<b>b. Civil-Military Operations</b>												
		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		
	<b>4. Procurement of Shirt Jack</b>												
	<b>5. Gender and Development Activities</b>												
	<b>a. Women's Month Celebration</b>												
	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		
	<b>b. Women's Reproductive Health Caravan</b>												
	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		
	<b>c. Mental Health Awareness and Stress Management</b>												
	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	21,330.00	21,330.00		This activity aims to educate and enhance the knowledge of CGCRS personnel regarding Gender and Development
	<b>d. The Anti Sexual Harrassment Act of 1995 and The Safe Space Act Seminar</b>									-	-		
	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		
	<b>e. Gender Sensitivity Seminar</b>												
	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	36,300.00	36,300.00		
	<b>f. Prevention of Alcohol and Drug Abuse in Maritime Sectors</b>												
	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	30,080.00	30,080.00		
	<b>2. Mobility</b>									-	-		
100000100001000	<b>a. CGCRS Vehicle Repair, Maintenance and Registration Renewal (MPV and Hilux)</b>	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	8-Jun-23	11-Jun-23	15-Jun-23	17-Jun-23	GoP				
	<b>Spare Parts</b>												
	Oil Filter									1,277.00	1,277.00		
	Fuel Filter									3,542.00	3,542.00		
	Air Filter									1,410.00	1,410.00		
	Motor Oil									9,400.00	9,400.00		
	Cabin Filter									1,200.00	1,200.00		
	Steering Fluid									450.00	450.00		
	Transmission Oil Seal									800.00	800.00		
	Synthetic Grease									1,100.00	1,100.00		
	Brake Cleaner									2,460.00	2,460.00		
	Brake Fluid									1,180.00	1,180.00		
	Rugs/Sand Paper									300.00	300.00		
	Clutch Disc									11,587.00	11,587.00		
	Pressure Plate									13,117.00	13,117.00		
	Release Bearing									8,720.00	8,720.00		
	Pilot Bearing									462.00	462.00		
	Oil Seal Differential									750.00	750.00		
	Resurface Flywheel									5,500.00	5,500.00		
	Seat Cover									5,800.00	5,800.00		
	Matting									2,475.00	2,475.00		
	Brake Lining									6,400.00	6,400.00		
	Wheel Cylinder Front L/R									5,000.00	5,000.00		
	Wheel Oil Seal									1,400.00	1,400.00		
	Top Light									700.00	700.00		
	Horn 24V									1,100.00	1,100.00		
	Cylinder Jack									2,000.00	2,000.00		
	Tire Wrench									1,200.00	1,200.00		
	Wiper Blade									650.00	650.00		
	<b>Labor</b>												
	Camber and Alignment									3,300.00	3,300.00		
	Labor with Painting of Bumper									4,500.00	4,500.00		
	Labor for PMS/Pull down/Installation of Transmission									11,500.00	11,500.00		
	Labor Electrical									5,500.00	5,500.00		
	Labor Electrical									9,000.00	9,000.00		
100000100001000	<b>C. Semi-Expendable Equipment/Supplies</b>												
	<b>1. CRS Office Supplies</b>												
	Ballpen (black; 0.5mm; water-resistant ink)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	13-Jul-23	15-Jul-23	19-Jul-23	21-Jul-23	GoP	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		
	Clear Book (A4 size)									1,060.00	1,060.00		
	Clip Board (Legal size)									820.00	820.00		
	Clear Sliding Folder (Acetate film in front, morococboard at the back)									1,760.00	1,760.00		
	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		

	Highlighter (color: orange)									500.00	500.00	
	Marker Whiteboard (Color: Assorted of Black,Blue,Red)									2,480.00	2,480.00	
	Masking/Paper tape (24x18mm; no mess)									1,750.00	1,750.00	
	Paper Clip (33mm 53.2g round vinyl; color: assorted)									150.00	150.00	
	Paper Puncher (Whole; 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: 178mm X 278mm 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 Rock 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	The physical components of the office that regularly used in daily operations of the office.
	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	
	Folder with tab (A4 size)									240.00	240.00	
	<b>2. CRS Office Equipment/ICT</b>											
100000100001000	Computer Set	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	1-Jun-23	4-Jun-23	9-Jun-23	14-Jun-23	GoP		77,952.00	77,952.00	
	Printer with Scanner									43,840.00	43,840.00	
	<b>3. CRS Janitorial Supplies</b>	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	1-Jun-23	4-Jun-23	9-Jun-23	14-Jun-23	GoP				
100000100001000	Dishwashing Paste (200g)									372.00	372.00	
	Floor Mat (Soft rubber matting; 4x1ft.)									1,900.00	1,900.00	
	Disinfectant Spray (170g)									5,100.00	5,100.00	
	Toilet Cleaner (450g)									1,020.00	1,020.00	
	Air Freshener (320ml)									2,320.00	2,320.00	
	Dust Pan									360.00	360.00	
	Alcohol (1000ml)									2,940.00	2,940.00	
	Garbage Bag (big; 30pcs/pck)									2,364.00	2,364.00	
	Surgical Mask									1,980.00	1,980.00	
	Liquid Hand Sanitizer									1,848.00	1,848.00	
	Liquid Hand Soap									2,460.00	2,460.00	
	Tissue Interfolder Paper Towel									1,140.00	1,140.00	
	Toilet Tissue Paper									2,160.00	2,160.00	
	Floor Cleaner Detergent Powder (1kg)									924.00	924.00	
	Sink & Drain Cleaner									4,320.00	4,320.00	
	Muriatic Acid (1L)									3,400.00	3,400.00	
	Rag/Cleaning Cloth									550.00	550.00	
	Stick, Broom									650.00	650.00	
	Soft Broom									1,450.00	1,450.00	
	Furniture Cleaner, Lemon Shine									2,820.00	2,820.00	
	Waste Basket, Plastic									800.00	800.00	
	Mophead, Connection Type									1,820.00	1,820.00	
	Mop Bucket, Squeezer									13,350.00	13,350.00	
	Mophead, Heavy Duty									1,075.00	1,075.00	
	<b>D. CGCRS Badge</b>	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement									
	Supply and Delivery of CGCRS Unit Badge									28,580.00	28,580.00	Will be given to the Officer and Non-Officer assign atleast One (1) year at CGCRS
	CGCRS Badge Molds									2,500.00	2,500.00	
310100100002000	<b>A. Humanitarian Assistance and Disaster Response Operations (HADR)</b>											
	<b>1. Disaster Response Operations</b>											
	<b>a. Medical and Dental Civic Action Program (MEDCAP)</b>											
	<b>a. Medical Mission for PCG Anniversary</b>											
	<b>b. Medical Mission for Senior Citizens and PWD's</b>											
	<b>c. CRS Anniversary Medical Mission</b>											
	<b>d. Post-Disaster/Medical and Dental Mission/Year-end Outreach Program</b>											
	<b>Medicines and Medical Supplies</b>	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	11-Feb-23	14-Feb-23	18-Feb-23	19-Feb-23	GoP				
	Supply and Delivery of Meals (2 days) (AM Snack, Lunch and PM Snacks)									107,800.00	107,800.00	
	Ambracof 6mg/ml (Oral Drops) 15ml.									2,848.00	2,848.00	
	Ambracof 15mg/5ml Syrup 60ml.									2,478.00	2,478.00	
	Ascorbic Acid 100mg/ml (Syrup) 250ml.									22,247.50	22,247.50	
	Ascorbic Acid Oral Drops 100ml.									3,260.00	3,260.00	
	Carbocysteine 250mg/5ml									3,816.00	3,816.00	
	Cefalexin 250mg/5ml 250ml.									5,312.00	5,312.00	
	Cloxacillin 250mg/5ml									4,401.00	4,401.00	
	Diphenhydramine 60ml									1,834.50	1,834.50	
	Melendazole 100mg/5ml									1,608.00	1,608.00	
	Multivitamins Syrup 60ml									4,962.50	4,962.50	
	Paracetamol 250mg/5ml 60ml									2,856.00	2,856.00	
	Phenylpropanolamine 12.5mg/5ml Syrup									2,808.00	2,808.00	
	Salbutamol 2mg tablet									3,405.00	3,405.00	
	Phenylpropanolamine Drops									2,157.00	2,157.00	
	Allopurinol									6,902.00	6,902.00	
	Ambracof 30mg tab (100's/box)									4,540.00	4,540.00	
	Amlodipine 5mg (100's/box)									20,335.00	20,335.00	
	Ascorbic Acid 500mg (100's/box)									16,116.50	16,116.50	
	Carbocysteine 500mg (100's/box)									7,794.00	7,794.00	
	Cefalexin 500mg (100's/box)									21,472.00	21,472.00	
	Cinnarizine 25mg/tab (100's/box)									3,060.50	3,060.50	
	Cindamycin 300mg (100's/box)									25,354.50	25,354.50	
	Diclofenac Na 50mg (100's/box)									1,840.00	1,840.00	
	Diphenhydramine 25mg (100's/box)									2,825.00	2,825.00	
	Vitamins with Ferrous Sulfate (100's/box)									34,560.00	34,560.00	
	Mefenamic Acid 500mg (100's/box)									9,910.00	9,910.00	
	Metformin Hydrochloride 500mg (100's/box)									7,473.00	7,473.00	
	Losartan 50mg									23,735.00	23,735.00	
	Omeprazole 20mg (100's/box)									4,657.00	4,657.00	
	ORS (25's)									1,954.60	1,954.60	
	Paracetamol 500mg (500's/box)									2,140.50	2,140.50	
	Paracetamol Ibuprofen 325mg/200mg (100's/box)									5,043.50	5,043.50	
	Simvastatin 20mg (100's/box)									5,459.00	5,459.00	
	Paracetamol 500mg + Phenylpropanolamine 25mg + chlorphenamine 2mg									27,097.50	27,097.50	
	Cloxacillin 500mg									50,069.50	50,069.50	
	Vitamin B- Complex (100's/box)									19,495.00	19,495.00	
	Tranexamic Acid Capsule 500mg									840.50	840.50	
	Amoxicillin Capsule 250mg									468.75	468.75	
	Alcohol Ethyl 70% 500ml									10,780.00	10,780.00	
	Non-sterile Latex Ambidextrous Gloves Medium sized (100's)									16,500.00	16,500.00	
	Amoxicillin Capsule 500mg									858.25	858.25	
								</				

	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									2,695.00	2,695.00	
	Non-sterile Latex Ambidextrous Gloves Medium sized (100's)									2,750.00	2,750.00	
	Cotton Balls (150's)									1,518.00	1,518.00	
	Disposable cups 8oz 100/pck									184.00	184.00	
	Isopropyl Alcohol 500ml 70%									276.00	276.00	
	Disposal Gloves (S,M,L)									1,375.00	1,375.00	
	Dental Anesthesia									4,047.00	4,047.00	
	Face Mask (Earloop) Disposable									368.45	368.45	
	Dental Needle 27G Short									1,425.00	1,425.00	
	Dental Needle 27G Long									920.00	920.00	
	Gauze Pads (2x2)									1,840.00	1,840.00	
	Topical Anesthesia (Xylocaine)									1,108.00	1,108.00	
	Absorbent Cotton 300 gms									597.90	597.90	
	Dental Bib									597.90	597.90	
	Cider 5 Liters									5,610.00	5,610.00	
	Garbage Bag (10 pcs)									568.10	568.10	
	Tissue (6 pcs/pck)									802.75	802.75	
	<b>B. Community Relations Service</b>											
100000100001000	<b>a. Adopt a School Program/ Brigada Eskwela</b>											
	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	37,400.00	37,400.00	This activity aims in reaching schools through services and extending a hand towards educational development.
	<b>b. Coastal Cleanup / Mangrove Planting</b>									-	-	
	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 lms to to protect marine life and to prevent further harm to quality of the marine water resources.
	<b>c. Static Display/Exhibit</b>									-	-	
	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.
	<b>d. Feeding Program</b>									-	-	
	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.

Prepared by:

  
**CG PIEN REN CYRUS V ROJALES**  
 Head, BAC Secretariat

Recommended by:

  
**CG LT KIM DORIS JOY V SONEJA**  
 Chairman, CGCRS Bids and Awards Committee (BAC)

Approved by:

  
**CG ADM JUAN MANUEL DE RAMOS JR**  
 Head of the Coast Guard Entity (HOPE)