

COAST GUARD LEGAL SERVICE Annual Procurement Plan FY 2024												
Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (Brief description of Program/Activity/Project)
				Advertisement/P osting of IB/RFI	Submission/Op ening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	I. GENERAL ADMINISTRATION AND SUPPORT SERVICES											
	A. PERSONNEL READINESS											
	1. Administrative Travel											
100000100001000	A. CGLS personnel Emergency Assistance and MARLEN Lectures to CG Districts/ NHQ-Office	CGLS	53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	Year-round	N/A	Year-round	Year-round	GoP	150,000.00	150,000.00		Emergency Assistance to different Coast Guard Legal Service Sub-units located in every District.
	2. Organizational Activities/ Morale and Welfare											
100000100001000	A. CGLS Meeting/ Command or Staff Conference	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	27,000.00	27,000.00		Conduct of monthly CGLS meetings and conferences.
100000100001000	B. CGLS Anniversary	CGLS	NP-53.10 Lease of Real Property and Venue	Year-round	N/A	Year-round	Year-round	GoP	300,000.00	300,000.00		Conduct of Annual CGLS Anniversary celebration.
	B. TRAINING READINESS											
	1. GAD Related Activities											
100000100001000	A. Supply and Delivery of Meals for GAD Related Activities	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	76,000.00	76,000.00		Conduct of GAD related activities in relation to Women's Month Celebration and increase awareness to GAD matters
100000100001000	B. GAD Supplies	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	27,500.00	27,500.00		Provide materials for GAD related activities.
100000100001000	2. Supply and Delivery of Meals for Paralegal Specialization Course	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	80,000.00	80,000.00		Supply and delivery of Meals for the conduct of Paralegal Specialization Course
	C. UPDATES OF CGLS LIBRARY, PUBLICATIONS, AND REFERENCE MATERIALS											
100000100001000	1. Procurement of Local/International Maritime Law/Convention Books	CGLS	NP- 53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Year-round	N/A	Year-round	Year-round	GoP	75,000.00	75,000.00		Procurement of law related books to be inline with current changes in legal field.
100000100001000	2. Publication of CGLS Coffee Table	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	62,500.00	62,500.00		Publication of CGLS Journal in celebration with its annual anniversary
	D. COMMAND AND STAFF REQUIREMENTS											
100000100001000	1. Supply and Delivery of Office Supplies and Equipment	CGLS	52.1 (b) Shopping	Year-round	N/A	Year-round	Year-round	GoP	223,750.00	223,750.00		To support CGLS day-to-day operations.
100000100001000	2. Supply and Delivery of Janitorial Supplies and Equipment	CGLS	52.1 (b) Shopping	Year-round	N/A	Year-round	Year-round	GoP	39,150.00	39,150.00		To support CGLS day-to-day operations.
100000100001000	3. Supply and Delivery of CGLS Uniforms	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	524,000.00	524,000.00		To provide uniforms to CGLS personnel for the attendance of hearings and other activities
	E. EQUIPMENT READINESS, MAINTENANCE, REPAIR AND REPLACEMENT											
100000100001000	2. Service Vehicle Maintenance Readiness	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	80,000.00	80,000.00		Yearly Preventive Maintenance of CGLS Staff Car.
									</			

Prepared by:

CG ENS LEBRA MAR A MIRANDA
CGLS BAC Head Secretariat

Recommended for Approval by:

CG CDR MAYETTE M MENDOZA
CGLS BAC Chairman

Approved by:

CG CAPT DIONISIO A DOLINA
Head of Procuring Entity