


COAST GUARD LEGAL SERVICE Indicative Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PnP)			Remarks (Brief description of Program/Activity/Project)
				Advertisement/ Posting 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	NRFP	Year-round	Year-round	CoP	50,000.00	50,000.00		Emergency Assistance to different Coast Guard Legal Service Sub-units located in every District.
	2. Organizational Activities/ Morale and Welfare											
100000100001000	A. CGLS Meetings/ Command or Staff Conference	CGLS	NP-53.9 Small Value Procurement	Year-round	NRFP	Year-round	Year-round	CoP	24,000.00	24,000.00		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	CoP	334,000.00	334,000.00		Conduct of Annual CGLS Anniversary celebration.
100000100001000	C. CGLS Legal Clinic	CGLS	NP-53.10 Lease of Real Property and Venue	Year-round	NRFP	Year-round	Year-round	CoP	25,500.00	25,500.00		Conduct of Annual CGLS Legal Clinic
	B. TRAINING READINESS											
	1. GAD Related Activities											
100000100001000	A. Supply and Delivery of Meals for Various GAD Activities	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	CoP	102,500.00	102,500.00		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	NRFP	Year-round	Year-round	CoP	80,000.00	80,000.00		Provide Supplies for CGLS personnel in relation to GAD activities
100000100001000	2. Supply and Delivery of Meals for Paralegal Specialization Course (2 classes)	CGLS	NP-53.9 - Small Value Procurement	Year-round	NRFP	Year-round	Year-round	CoP	25,000.00	25,000.00		Supply and delivery of Meals for the conduct of Paralegal Specialization Course
100000100001000	3. Supply and Delivery of Meals for CGLS Criminal Investigator's Course	CGLS	NP-53.9 - Small Value Procurement	Year-round	NRFP	Year-round	Year-round	CoP	40,000.00	40,000.00		Supply and delivery of Meals for the conduct of CGLS Criminal Investigator's Course
100000100001000	4. UNCLOS (Arbitral Awards of the West Philippine Sea) Workshop	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	CoP	60,000.00	60,000.00		
	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	NRFP	Year-round	Year-round	CoP	50,000.00	75,000.00		Procurement of law related books to be inline with current changes in legal field.
	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	CoP	440,000.00	440,000.00		To support CGLS day-to-day operations.
100000100001000	2. Supply and Delivery of Janitorial Supplies and Equipment	CGLS	52.1 (b) Shopping	Year-round	NRFP	Year-round	Year-round	CoP	33,500.00	33,500.00		To support CGLS day-to-day operations.
100000100001000	3. Supply and Delivery of CGLS Uniforms	CGLS	NP-53.9 - Small Value Procurement	Year-round	NRFP	Year-round	Year-round	CoP	342,500.00	342,500.00		To support CGLS Activities
100000100001000	4. Supply and Delivery of CGLS Memento/Token for Various Activities	CGLS	NP-53.9 - Small Value Procurement	Year-round	NRFP	Year-round	Year-round	CoP	30,000.00	30,000.00		West Philippine Sea
	E. EQUIPMENT READINESS, MAINTENANCE, REPAIR AND REPLACEMENT											
100000100001000	2. Service Vehicle Maintenance Readiness	CGLS	NP-53.9 - Small Value Procurement	Year-round	NRFP	Year-round	Year-round	CoP	90,000.00	90,000.00		Yearly Preventive Maintenance of CGLS Staff Car.
	Grand Total								1,727,000.00			


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