

COAST GUARD LEGAL SERVICE Revised Annual Procurement Plan FY 2024

Code (PN)	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/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	
	1. GENERAL ADMINISTRATION AND SUPPORT SERVICES										
	A. PERSONNEL READINESS										
	I. Administrative Travel										
100000100001000	A. CGLS personnel Emergency Assistance and MOBILE Lectures to CG Districts/ NMJ-Office	CGLS	ES-14 Direct Retail Purchase of Personal Fuel, Oil and Lubricant (CGLS Products and Marine Tenders)	Year-round	N/A	Year-round	Year-round	GoP	26,000.00	26,000.00	Emergency Assistance to different Coast Guard Legal Service Sub-units located in every District.
100000100001000	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	462,950.90	462,950.90	Conduct of Annual CGLS Anniversary celebration.
100000100001000	C. CGLS Legal Clinic	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	25,500.00	25,500.00	To conduct Free Legal Clinic for Senior Citizens and Persons with Disability (PWD) as its counterpart.
	B. TRAINING READINESS										
	I. 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	74,000.00	74,000.00	Conduct of GAD related activities in relation to Woman'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	26,150.00	26,150.00	Provide materials for GAD related activities.
100000100001000	2. Supply and Delivery of Meals for Paralegal Specialization Course (2 Classes)	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 for 2 Classes
	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	0.00	0.00	Publication of CGLS Journal in connection with the celebration of CGLS Annual Anniversary
100000100001000	3. Publication and Posting of PGC Blotter Circular (NMJ-PGC / CGLS/CG-14 Circular No. 11-23) in a Newspaper of General Circulation	CGLS	NP-53.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services	Year-round	N/A	Year-round	Year-round	GoP	68,947.20	68,947.20	Publication and Posting of PGC Blotter Circular (NMJ-PGC / CGLS/CG-14 Circular No. 11-23) in the Newspaper of General Circulation for public information, dissemination, and visibility.
	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 Journalist Supplies and Equipment	CGLS	52.1 (b) Shopping	Year-round	N/A	Year-round	Year-round	GoP	35,361.90	35,361.90	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	505,120.00	505,120.00	To provide uniforms to CGLS personnel for the conduct of legal clinic activities, attend to hearings, CGLS Anniversary, and other physical activities to be attended by CGLS personnel.
100000100001000	4. Supply and Delivery of PGC Blotter	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	981,500.00	981,500.00	To provide uniformed PGC Blotter to be used in all CG Districts, CG Stations, and CG Sub-Stations, and other Operating Units.
100000100001000	5. Supply and Delivery of Classroom, ICT, and Office Equipment	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	208,520.00	208,520.00	To support CGLS day-to-day operations.
	E. EQUIPMENT READINESS, MAINTENANCE, REPAIR AND REPLACEMENT										
100000100001000	1. 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 to maximize its life and performance to be utilized by CGLS Personnel.
	F. OFFICE EQUIPMENT RENTALS										
100000100001000	1. Photocopier Machine Rentals	CGLS	NP-53.9 - Small Value Procurement	Year-round	N/A	Year-round	Year-round	GoP	74,400.00	74,400.00	Monthly rental of CGLS Photocopier Machine.
Grand Total									2,974,200.00		

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