

COAST GUARD CIVIL RELATIONS SERVICE											
Revise Annual Procurement Plan FY 2025											
Code (PAP)	Procurement Program/Project	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	
Code	General Description										
	1. General Administration and support										
	A) Personnel Readiness										
	1. Morale and Welfare										
100000100001000	a. CGCRS Anniversary (meals and venue)						GoP				
	Lease of venue with meals	NP-53.10 - Lease of Real Property and Venue	22-April-2025	28-April-2025	02-May-2025	05-May-2025		330,500.00	330,500.00	-	
	Led wall, lights and sound	NP-53.10 - Lease of Real Property and Venue	22-April-2025	28-April-2025	02-May-2025	05-May-2025		50,000.00	50,000.00	-	
	Supply and Delivery of Meals for Kickoff Parade (AM Snacks)	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	19,500.00	19,500.00	-	CGCRS Anniversary to celebrate milestones and recognize achievements of CRS personnel and stakeholders
	a1. Picnics and Awards	NP-53.9 Small Value Procurement	28-April-2025	28-April-2025	02-May-2025	05-May-2025	GoP	63,000.00	63,000.00	-	
	a2. Memento										
	Memento (VIP)							25,000.00	25,000.00	-	
	a3. CGCRS Badge	NP-53.9 Small Value Procurement	28-April-2025	28-April-2025	02-May-2025	05-May-2025	GoP	7,500.00	7,500.00	-	
	a4. CGCRS Badge Holder	NP-53.9 Small Value Procurement	28-April-2025	28-April-2025	02-May-2025	05-May-2025	GoP	4,500.00	4,500.00	-	
	b. Command Conference	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP			-	Command Conference - to discuss and provide guidance on the matters related to the functions of CRS
	b1. Supply and Delivery of Meals (Whole Day Buffet)							240,000.00	240,000.00	-	
	c. Retirement/Promotion/Donning/Honor Ceremonies (Supply and Delivery of Meals)	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025				-	Retirement/Promotion/Donning/Honor Ceremonies to give honor and recognition for the honoree - involves emphasizing the value of recognizing and rewarding employees' achievements, commitment, and contributions to the organization
	c1. Supply and Delivery of Meals for the conduct of meeting re deliberation of priorities/awardees (Whole day Packed meals)	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	35,000.00	35,000.00	-	
	c2. Supply and Delivery of Meals during the actual retirement/promotion/donning/honor (Buffet Lunch)						GoP	15,000.00	15,000.00	-	
	d. Turn-Over Ceremonies	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP			-	Turn-Over Ceremonies - formal turn-over and assumption of responsibilities
	d1. Supply and Delivery of Meals (Packed Lunch)							50,000.00	50,000.00	-	
	e. Staff Conference	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP			-	Staff Conference - Staff meeting to discuss CRS matters, share insights, and align on the goals and direction of the unit
	e1. Supply and Delivery of Meals (Breakfast and Lunch)							72,000.00	72,000.00	-	
	f. Annual Planning and Program Review - Organizational Assessment	NP-53.10 - Lease of Real Property and Venue	6-Feb-2025	10-Feb-2025	10-Feb-2025	12-Feb-2025	GoP			-	Annual Planning and Program Review and Organizational Assessment involves emphasizing the strategic value of these activities in ensuring organizational effectiveness
	f1. Lease of venue with meals							550,000.00	550,000.00	-	
	g. Peculiar Uniforms	NP-53.9 Small Value Procurement	26-April-25	29-April-25	02-May-25	5-May-25	GoP			-	Peculiar Uniforms - for procurement of costumes for CRS Dancers that highlight the customs and tradition of the country, for procurement of barang to be utilized by CRS personnel during official engagement
	g1. Procurement of organization and individual uniform							265,500.00	265,500.00	-	
	g2. Procurement of Traditional Costumes							45,000.00	45,000.00	-	
	h. Representation	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP			-	
	h1. Supply and Delivery of Meals (VIP snacks)							10,000.00	10,000.00	-	
	i. Personnel Capability Enhancement Program	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP			-	
	a. Policies and Strategies for Climate and Disaster Resilience	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	30,000.00	30,000.00	-	
	Supply and Delivery of Meals (Whole day Buffet)									-	
	b. Community Organizing Training	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	21,000.00	21,000.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)									-	
	c. Civil Affairs/Community Relations Training	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	21,000.00	21,000.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)									-	
	d. Public Affairs Training	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	2,800.00	2,800.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)									-	
	e. Basic Photography Training	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	2,800.00	2,800.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)									-	Personnel Capability Enhancement Program - develop and refine the competencies of personnel to enhance their performance, contribute to organizational growth, and increase overall productivity.
	f. Graphic Design Training	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	2,100.00	2,100.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)									-	
	g. Curriculum Development Training	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	10,500.00	10,500.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)							6,000.00	6,000.00	-	
	Training Kit (Training Expenses)									-	
	h. NSTP Package Course	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	21,000.00	21,000.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)							9,200.00	9,200.00	-	
	Training Kit									-	
	i. Marksmanship	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	35,000.00	35,000.00	-	
	Supply and Delivery of Meals (Whole day Pack meals)							9,000.00	9,000.00	-	
	Other expenses									-	
	j. Gender and Development Activities	NP-53.9 Small Value Procurement								-	
	a. Gender and Development Planning and Assessment	NP-53.10 - Lease of Real Property and Venue	03-June-2025	06-June-2025	11-June-2025	12-June-2025	GoP	312,500.00	312,500.00	-	
100000100001000	a1. Lease of Venue for GAD 1st Semester Seminar and Workshop									-	
	a2. Lease of Venue for GAD 2nd Semester Seminar and Workshop	NP-53.10 - Lease of Real Property and Venue						312,500.00	312,500.00	-	
	b. Women's Month/VAWC									-	
	b1. Opening Ceremony Women's Month									-	
	b1.1. Supply and Delivery of Meals (AM Snacks)	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	3,300.00	3,300.00	-	
	b1.2. Tarapudin (Bx11)							2,200.00	2,200.00	-	Gender and Development Activities- GAD activities are crucial in dismantling gender barriers and promoting equal opportunities for all CRS personnel
	b2. VAWC									-	
	b2.1. Supply and Delivery of Meals (AM Snacks)	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	3,300.00	3,300.00	-	
	b2.2. Tarapudin							2,200.00	2,200.00	-	
	c. GAD Sport Festival / Mental Health / Wellness	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	3,300.00	3,300.00	-	
	c1.1. Supply and Delivery of Meals (Lunch)							33,000.00	33,000.00	-	
	c2. Uniform									-	
	d. Mental Health	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	3,300.00	3,300.00	-	
	d1. Supply and Delivery of Meals (Lunch)									-	
	e. Wellness	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP	3,300.00	3,300.00	-	
	e1. Supply and Delivery of Meals (Lunch)									-	
	f. Task Force on Accessibility	NP-53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025	GoP			-	
	a. Task Force on Accessibility Committee Meeting							30,000.00	30,000.00	-	Task Force on Accessibility - conduct of programs concerning the PWD and Senior Citizens
	a1. Supply and Delivery of Meals (Lunch)									-	
	b. Consultation/Dialogues with the National Commission Senior Citizens/National Commission on									-	
	b1. Supply and Delivery of Meals (Lunch)							20,000.00	20,000.00	-	
	c. Social Inclusion Program for Senior Citizens									-	
	c1. Supply and Delivery of Meals (Lunch)							20,000.00	20,000.00	-	
	d. Assistance Program for Senior Citizens/PWDs									-	

SD Card for DSLR								5,000.00	5,000.00	-
c. Office Equipment	NP- 53.9 Small Value Procurement	11-March-25	17-March-25	20-March-25	21-March-25		GoP			-
Heavy Duty Extension Cord								20,000.00	20,000.00	-
Cutting Board								3,000.00	3,000.00	-
Calculator								1,500.00	1,500.00	-
Paper Shredder								14,000.00	14,000.00	-
Laminating Machine								6,000.00	6,000.00	-
Ergonomic Chair								57,500.00	57,500.00	-
Folding Bed for Office Duty								25,000.00	25,000.00	-
Magnifying Glass								8,000.00	8,000.00	-
Rice Blender								15,000.00	15,000.00	-
Paper Cutter								5,000.00	5,000.00	-
Fire Extinguisher								24,000.00	24,000.00	-
Folding Tables (6 ft)								28,000.00	28,000.00	-
Blue Gum								2,750.00	2,750.00	-
Wall Fan								10,000.00	10,000.00	-
Cloth: White, Navy Blue, and Purple (20 yd)								8,000.00	8,000.00	-
Monoblock Chair								30,000.00	30,000.00	-
d. Other Office Supplies not available in PS/DBM	NP- 53.9 Small Value Procurement	03-March-25	06-March-25	18-March-25	19-March-25		GoP			-
Stamp								4,000.00	4,000.00	-
Printer								5,250.00	5,250.00	-
Dry Seal (CGCRS Logo)								31,500.00	31,500.00	-
Mechanical Pencil Sharpener								2,700.00	2,700.00	-
White Board (60 cm x 90 cm)								6,550.00	6,550.00	-
e. CRIS Janitorial Supplies	NP- 53.9 Small Value Procurement	18-March-25	21-Mar-25	24-Mar-25	28-Mar-25		GoP			-
Disinfecting Foam (200g)								1,750.00	1,750.00	-
Floor Mat (Soft rubber matting, 4x14)								5,000.00	5,000.00	-
Disinfectant Spray (170g)								16,200.00	16,200.00	-
Toilet Cleaner (450g)								3,150.00	3,150.00	-
Air Freshener (320ml)								8,400.00	8,400.00	-
Dust Pan								800.00	800.00	-
Alcohol (1000ml)								7,500.00	7,500.00	-
Plastic Sacks (50-60kg)								19,250.00	19,250.00	-
Glass Cleaner Spray								2,000.00	2,000.00	-
Rubber Gloves Cotton								4,000.00	4,000.00	-
Liquid Hand Sanitizer								4,650.00	4,650.00	-
Liquid Hand Soap								6,300.00	6,300.00	-
Tissue Interfold Paper Towel								3,000.00	3,000.00	-
Toilet Tissue Paper								6,000.00	6,000.00	-
Floor Cleaner Solution (gallons)								10,000.00	10,000.00	-
Floor Cleaner Detergent Powder (1kg)								2,500.00	2,500.00	-
Smell & Grease Cleaner								3,700.00	3,700.00	-
Multicore Acid (1.5L)								3,500.00	3,500.00	-
Soap/Cleaning Foam								1,800.00	1,800.00	-
Stiff Broom								1,950.00	1,950.00	-
Soft Broom								3,000.00	3,000.00	-
Furniture Cleaner Lemon Shine								6,000.00	6,000.00	-
Waste Basket Plastic								2,400.00	2,400.00	-
Window Glass Cleaner								1,200.00	1,200.00	-
Mophead Connection Type								1,850.00	1,850.00	-
Mop Bristle Squeegee								15,000.00	15,000.00	-
Mophead Heavy Duty								2,200.00	2,200.00	-
Car Air Freshener								3,500.00	3,500.00	-
Heavy Duty Brush w/ wooden handle								500.00	500.00	-
f. Other Janitorial Supplies	NP- 53.9 Small Value Procurement	18-March-25	21-Mar-25	24-Mar-25	28-Mar-25		GoP			-
Paints (16 sizes, 12 colors)								26,600.00	26,600.00	-
Paint Brush (3 sizes)								1,900.00	1,900.00	-
Roller (size 8)								1,500.00	1,500.00	-
g. Unit Operations										-
A. Task Force Kalinga	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
a. Supply and Delivery of Meals for mothers (Whole day packed meals)								245,000.00	245,000.00	-
B. Community Relations Programs	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
1. Poster Making/Drawing/Printing Contest								-	-	-
a. Supply and Delivery of Meals (AM snacks and Lunch packed)								27,500.00	27,500.00	-
b. Set of School Supplies								6,000.00	6,000.00	-
2. Conduct symposium/dialogue in Schools	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
a. Supply and Delivery of Meals (AM snacks and Lunch packed)								27,500.00	27,500.00	-
3. Conduct career talk to elementary and HS Students	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
a. Supply and Delivery of Meals (Whole day packed)								35,000.00	35,000.00	-
4. Book Reading Session	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
a. Supply and Delivery of Meals (AM snacks and Lunch pack)								27,500.00	27,500.00	-
b. Educational Tour	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
a. Supply and Delivery of Meals (AM snacks and Lunch)								27,500.00	27,500.00	-
b. Static Display								-	-	-
a. Supply and Delivery of Meals (Whole Day)	NP- 53.9 Small Value Procurement	18-Aug-25	21-Aug-25	24-Aug-25	28-Aug-24		GoP			-
b. Tents								140,000.00	140,000.00	-
c. Miniature								80,000.00	80,000.00	-
d. Table Bars								75,000.00	75,000.00	-
e. Tarps and Tarpaulin Stand								3,000.00	3,000.00	-
f. Facility Tour								12,500.00	12,500.00	-
a. Supply and Delivery of Meals (AM snacks and Lunch packed)	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
9. Outreach Programs								27,500.00	27,500.00	-
a. Supply and Delivery of Meals (AM snacks and Lunch Packed)	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
9. Sports/Fitness Program								-	-	-
a. Supply and Delivery of Meals (AM snacks and Lunch packed)	NP- 53.9 Small Value Procurement	12-March-2025	17-March-2025	24-March-2025	25-March-2025		GoP			-
10. Sports Clinic								27,500.00	27,500.00	-
a. Supply and Delivery of Meals (AM snacks and Lunch packed)	NP- 53.9 Small Value Procurement	18-Aug-25	21-Aug-25	24-Aug-25	28-Aug-25		GoP			-
b. Sports Equipment								27,500.00	27,500.00	-
b1. Volleyball								5,000.00	5,000.00	-
b2. Basketball								5,000.00	5,000.00	-
b3. Soccer								5,000.00	5,000.00	-
11. Field Day/ Parlor Games								-	-	-

11. Supply and Delivery of Meals (AM snacks and Lunch)	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	27,000.00	
12. Participation in Cultural Activities							20,000.00	20,000.00	
a. Supply and Delivery of Meals (AM snacks and Lunch)	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	27,000.00	
13. CRS Ensemble (Cultural Dance Troupe)									
a. Procurement of Props	RF: EGS Small Value Procurement	15-Aug-21	27-Aug-21	24-Aug-21	24-Aug-21	2021	20,000.00	20,000.00	
14. CRS Cuernavaca Band									
a. Procurement of Musical Instrument	RF: EGS Small Value Procurement	15-Aug-21	27-Aug-21	24-Aug-21	24-Aug-21	2021	48,000.00	48,000.00	
15. Civic Action Activities									Civic Action Activities benefit society but also offer significant advantages to the organization, its employees, and its stakeholders.
a. Medical and Dental Mission	RF: EGS Small Value Procurement	15-Aug-21	27-Aug-21	24-Aug-21	24-Aug-21	2021			
b. Supply and Delivery of Meals (Whole Day packed)	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	10,000.00	10,000.00	
c. Bloodletting	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	15,000.00	
d. Supply and Delivery of Meals (AM Snacks)	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	15,000.00	
16. Brigada Estrella									
a. Supply and Delivery of Meals (Whole Day packed)	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	27,000.00	
b. P.O. SA Donning and Capn Taking									P.O. SA Donning and Capn Taking - formal ceremony for the donning of sashes and capn taking of P.O. SA Officers.
c. Supply and Delivery of Meals	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	35,000.00	
17. Inter-agency Activities									Inter-agency Activities - enhancing cooperation between the organization and stakeholders
a. MCA and MOU Signing									
b. Supply and Delivery of Meals	RF: EGS Small Value Procurement	12-March-2022	17-March-2022	24-March-2022	24-March-2022	2022	15,000.00	34,000.00	
18. CRS Various Mementos	RF: EGS Small Value Procurement	15-Aug-21	27-Aug-21	24-Aug-21	24-Aug-21	2021			CRS Mementos are as token of appreciation to valuable service/lectures of resource speakers
a. Notebook fere							15,000.00	15,000.00	
b. Coffee sets							20,000.00	20,000.00	
c. Keychain with CRS logo							5,000.00	5,000.00	
d. Lapel pin with CRS logo							10,000.00	10,000.00	
e. T. Shirt with CRS logo							25,000.00	25,000.00	
f. Wall clock with CRS logo							25,000.00	25,000.00	
g. Customized Notepad							25,000.00	25,000.00	
h. Beltpouch with CRS logo							15,000.00	15,000.00	
i. Tug tag with CRS logo							12,000.00	12,000.00	
j. P.O. SA Teddy Bear							100,000.00	100,000.00	
k. Customized Vitrage							10,000.00	20,000.00	
Total							8,672,000.00	9,242,000.00	

Prepared by:


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Recommended by:


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Approved by:


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