COAST GUARD FINANCE SERVICE Annual Procurement Plan for FY 2025

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity: Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing	Source of Funds	Estimated Budget (PhP): Total	MOOE	CO	Remarks (brief description of Project)
	I. General Administration and Support												
	A. AIRLINE TICKETS												
100000100001000	1. Finance Service Units Systems Audit	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	Year-round	Year-round	Year-round	GoP	320,000.00	320,000.00		
100000100001000	2. Various Travels of CGFS Personnel	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	Year-round	Year-round	Year-round	GoP	400,000.00	400,000.00		
	B. MORALE AND WELFARE												
	1. CGFS Anniversary												
100000100001000	Catering Services (Lunch)	CGFS	NO	NP 53.9 - Small Value Procurement	Jun-25	Jun-25	Jun-25	Jun-25	GoP	140,000.00	140,000.00		
100000100001000	Supply and Delivery of Meals for Pre-Anniversary Outreach Activities	CGFS	NO	NP 53.9 - Small Value Procurement	Jun-25	Jun-25	Jun-25	Jun-25	GoP	60,000.00	60,000.00		
100000100001000	Supply and Delivery of Peculiar Uniforms	CGFS	NO	NP 53.9 - Small Value Procurement	Jun-25	Jun-25	Jun-25	Jun-25	GoP	250,000.00	250,000.00		
	2. CGFS Sportsfest												
100000100001000	Supply and Delivery of Meals for Sportsfest	CGFS	NO	NP 53.9 - Small Value Procurement	May-25	May-25	May-25	May-25	GoP	13,500.00	13,500.00		
100000100001000	Supply and Delivery of Sports and Cultural Uniform	CGFS	NO	NP 53.9 - Small Value Procurement	May-25	May-25	May-25	May-25	GoP	46,000.00	46,000.00		
	C. TRAININGS AND WORKSHOPS												
	1. Capability Development and Enhancement Workshop												
100000100001000	Lease of Venue with Meals and Accommodation for Capability Development and Enhancement Workshop (AM Snacks Lunch, Dinner, Breakfast, Lunch and PM Snacks)	CGFS	NO	NP 53.1 Lease of Venue	Apr-25	Apr-25	Apr-25	Apr-25	GoP	400,000.00	400,000.00		
	2. Marksmanship Training												
100000100001000	Supply and Delivery of Meals for Marksmanship Training	CGFS	NO	NP 53.9 - Small Value Procurement	May-25	May-25	May-25	May-25	GoP	59,000.00	59,000.00		
	D. UNIT ADMINISTRATION ACTIVITIES												
	1. Staff Conferences												
100000100001000	Supply and Delivery of Meals for Staff Conferences	CGFS	NO	NP 53.9 - Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	72,000.00	72,000.00		
	2. Policy Board Meetings												
100000100001000	Supply and Delivery of Meals for Policy Board Meetings	CGFS	NO	NP 53.9 - Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	14,900.00	14,900.00		
	3. Management Committee Meetings												
100000100001000	Supply and Delivery of Meals for Management Committee Meetings	CGFS	NO	NP 53.9 - Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	15,750.00	15,750.00		
	4. Promotion Board Meetings												
100000100001000	Supply and Delivery of Meals for Promotion Board Meetings	CGFS	NO	NP 53.9 - Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	19,350.00	19,350.00		
	5. Annual Planning, Performance Review and Organizational Assessment												
100000100001000	Lease of Venue with Meals and Accommodation (AM Snacks, Lunch, Dinner, Breakfast, Lunch and PM Snacks)	CGFS	NO	NP 53.1 Lease of Venue	Mar-25	Mar-25	Mar-25	Mar-25	GoP	732,500.00	732,500.00		
	E. GAD RELATED ACTIVITIES												
	1. GAD Capacity Building												
100000100001000	Lease of Venue with Meals and Accommodation for GAD Capacity Building (AM Snacks, Lunch, Dinner, Breakfast, Lunch and PM Snacks)	CGFS	NO	NP 53.1 Lease of Venue	Nov-25	Nov-25	Nov-25	Nov-25	GoP	1,616,000.00	1,616,000.00		
	2. VAWC Related TI&E												
100000100001000	Supply and Delivery of Meals for VAWC Related TI&E	CGFS	NO	NP 53.9 - Small Value Procurement	Nov-25	Nov-25	Nov-25	Nov-25	GoP	15,000.00	15,000.00		
	3. Women's Month Advocacy Shirt												
100000100001000	Supply and Delivery of Shirt for Women's Month Advocacy Shirt	CGFS	NO	NP 53.9 - Small Value Procurement	Mar-25	Mar-25	Mar-25	Mar-25	GoP	21,000.00	21,000.00		
	F. SENIOR CITIZEN AND PWD RELATED ACTIVITIES												
	1. Outreach Programs												
100000100001000	Supply and Delivery of Meals for Outreach Program (AM Snacks)	CGFS	NO	NP 53.9 - Small Value Procurement	Oct-25	Oct-25	Oct-25	Oct-25	GoP	90,000.00	90,000.00		
	G. CEREMONIES												
	1. Testimonial Dinner												
100000100001000	Lease of Venue with Meals for the Testimonial Dinner for COMMO ISAAC PCG	CGFS	NO	NP 53.1 Lease of Venue	Jan-25	Jan-25	Jan-25	Jan-25	GoP	660,000.00	660,000.00		
	H.TROOPS AND ORGANIZATIONAL SUPPORT												
100000100001000	1. Supply and Delivery of Ordinary and Regular Office Supplies	CGFS	NO	Competitive Bidding	Feb-25	Feb-25	Feb-25	Feb-25	GoP	1,028,350.00	1,028,350.00		
100000100001000	2. Supply and Delivery of Ordinary and Regular Janitorial Supplies	CGFS	NO	NP 53.9 - Small Value Procurement	Feb-25	Feb-25	Feb-25	Feb-25	GoP	77,841.70	77,841.70		
100000100001000	3. Supply and Delivery of Official Receipts	CGFS	NO	NP 53.5- Agency-to-Agency	Feb-25	Feb-25	Feb-25	Feb-25	GoP	35,000.00	35,000.00		
100000100001000	4. Supply and Delivery of Payslip Form (9 1/2 x 5 1/2, 3 ply carbonless) customized payslip)	CGFS	NO	NP 53.5- Agency-to-Agency	Feb-25	Feb-25	Feb-25	Feb-25	GoP	210,000.00	210,000.00		
	5. ICT Equipment and Other Materials												
100000100001000	Supply and Delivery for Anti-Virus Software	CGFS	NO	Competitive Bidding	Feb-25	Feb-25	Feb-25	Feb-25	GoP	40,000.00	40,000.00		
100000100001000	Supply and Delivery of Speed Scanners	CGFS	NO	Competitive Bidding	Feb-25	Feb-25	Feb-25	Feb-25	GoP	810,000.00	810,000.00		
100000100001000	Supply and Delivery of Desktop Computers	CGFS	NO	Competitive Bidding	Feb-25	Feb-25	Feb-25	Feb-25	GoP	1,486,000.00	1,486,000.00		
	6. Mementos												
100000100001000	Supply and Delivery of Customized Refrigerator Magnet	CGFS	NO	NP 53.9 - Small Value Procurement	Feb-25	Feb-25	Feb-25	Feb-25	GoP	150,000.00	150,000.00		
	I. MANDATORY AND OTHER EXPENSES												
	1. Drinking Water												
100000100001000	Supply and Delivery of Drinking Water	CGFS	NO	NP 53.9 - Small Value Procurement	Year-round	Year-round	Year-round	Year-round	GoP	100,000.00	100,000.00		
	2. Subscription Requirements												
100000100001000	Video Teleconferencing Subscription	CGFS	NO	NP-53.14 Direct Retail Purchase of POL Products and Airline Tickets	Year-round	Year-round	Year-round	Year-round	GoP	10,000.00	10,000.00		
100000100001000	3. Lease of Office Space	CGFS	NO	NP 53.1 Lease of Venue	Year-round	Year-round	Year-round	Year-round	GoP	2,396,200.00	2,396,200.00		
100000100001000	4. Utilities Expense (Water, Electricity and Internet)	CGFS	NO	Sec. 50 - Direct Contracting	Year-round	Year-round	Year-round	Year-round	GoP	2,221,200.00	2,221,200.00		
	II. SUPPORT TO OPERATIONS												
	1. Repair and Maintenance: Other Machineries and Equipment												
100000100001000	A. Payroll Server Maintenance	CGFS	NO	Sec. 50 - Direct Contracting	Feb-25	Feb-25	Feb-25	Feb-25	GoP	224,000.00	224,000.00		
100000100001000	B. Heavy Duty Printer Maintenance (Printronix)	CGFS	NO	Sec. 50 - Direct Contracting	Feb-25	Feb-25	Feb-25	Feb-25	GoP	60,000.00	60,000.00		
100000100001000	C. Supply and Delivery of Various Spares for the Repair of Airconditioning Units	CGFS	NO	NP 53.9 - Small Value Procurement	Mar-25	Mar-25	Mar-25	Mar-25	GoP	60,000.00	60,000.00		
	2. Repair and Maintenance: Vehicle												
100000100001000	A. Supply and Delivery for Various Spares for the Maintenance of Service Vehicles	CGFS	NO	NP 53.9 - Small Value Procurement	Mar-25	Mar-25	Mar-25	Mar-25	GoP	143,100.00	143,100.00		
		Grand Total								13,972,701.70	13,972,701.78		

Prepared by:

LT RANDY L. PERIA PCG
CGFS BAC Secretariat

Recommended for Approval by:

LCDR R-JAY A MA[illegible] PCG
CGFS BAC Chairman

Approved by:

COMMO MA[illegible] [illegible]NGEN-ISAAC PCG
Head of Procuring Entity