

PHILIPPINE COAST GUARD
COAST GUARD CIVIL RELATIONS SERVICE
Annual Procurement Plan FY 2025

Code (PAP)	Procurement Program/Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	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												
	I. General Administration and support												
	A. Personnel Readiness												
	1. Local Travel												This serves as Operational funds for CGCRS personnel who are required to travel within the country to provide CRS-related assistance
	Airline Ticket (For Operational Purpose Only)			NP- 53.14 Direct Retail Purchase of Petroleum and Airline Tickets					GoP	150,000.00	150,000.00		
	2. Moral and Welfare												
	a. CGCRS Anniversary												
	Meals and Venue	Coast Guard Civil Relations Service		NP-53.10 Lease of Real Property and Venue	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	150,000.00	150,000.00		
100000100001000	a1. Plaque and Awards	NP- 53.9 Small Value Procurement		NP- 53.9 Small Value Procurement	14-Apr-25	16-Apr-25	17-Apr-25	18-Apr-25	GoP	70,000.00	70,000.00		This event is a celebration of the CGCRS founding anniversary and achievements, as well as an opportunity to recognize the contributions of stakeholders in the accomplishment of the CRS mission. This is also one way to strengthen camaraderie and boost the morale and welfare of CRS personnel.
	a2. Memento (Mug)									35,000.00	35,000.00		
	a3. Memento (Challenge Coin)									40,000.00	40,000.00		
	a4. CRS Badge									14,000.00	14,000.00		
	a5. CRS Badge Molder									3,000.00	3,000.00		
	a6. Lights and Sounds									38,000.00	38,000.00		
	b. Honors and other Ceremonies												
	Supply and Delivery of Meals	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	36,000.00	36,000.00		
	c. CGCRS Seminar and Workshop												
	Supply and Delivery of Meals	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	36,000.00	36,000.00		
	3. Values and Education												
	b.NSTP-CWTS Instructor's Package Course												
	Supply and Delivery of Meals (14days)(AM, Lunch and PM Snacks)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	15,000.00	15,000.00		
	4. Training Readiness												
	a. Adobe Photoshop Essentials	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	24-Mar-25	27-Mar-25	28-Mar-25	31-Mar-25		26,850.00	26,850.00		Equip the CRS personnel with knowledge and skills on matters related with the CRS functions, ensuring that CRS personnel are self-reliant civil affairs agents
	b. Adobe Premier Pro Essentials			NP- 53.9 Small Value Procurement						17,850.00	17,850.00		
	c. Video Production			NP- 53.9 Small Value Procurement						17,850.00	17,850.00		
	d. Smartphone Videography			NP- 53.9 Small Value Procurement						8,850.00	8,850.00		
	e. Physical Fitness Test												
	Supply and Delivery of Meals			NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25		4,000.00	4,000.00		
	6. Command Conference and Staff Meetings												
	Supply and Delivery of Meals	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	48,000.00	48,000.00		CRS personnel receive first-hand instruction from the Commander, CGCRS during command conferences. During this activity, personnel are given the opportunity to discuss matters directly with the C, CGCRS. As for staff meetings, staff are able to interact and share essential matters.
	6. Gender and Development activities												
	a. Women's Walk												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	4,000.00	4,000.00		
	Tarpaulin (5.5 ft x 8ft/6ftx11ft)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	03-Mar-25	05-Mar-25	06-Mar-25	07-Mar-25	GoP	1,000.00	1,000.00		
	T-shirt									48,000.00	48,000.00		
	b. CGCRS Womens Gathering												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	4,000.00	4,000.00		
	Tarpaulin (5.5 ft x 8ft/6ftx11ft)				03-Mar-25	05-Mar-25	06-Mar-25	07-Mar-25		1,000.00	1,000.00		

	c. Visit for Institutional for Women																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
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	Fold Back Clip (1.62in x 4s x 41mm)									1,260.00	1,260.00
	Highlighter (color: orange, yellow)									1,000.00	1,000.00
	Marker Whiteboard (Color: Assorted of Black,Blue,Red)									3,100.00	3,100.00
	Masking/Paper tape (24x18mm; no mess)									1,750.00	1,750.00
	Paper Clip (33mm 53.2g round vinyl; color: assorted)									525.00	525.00
	Pencil with eraser (12's)									4800.00	4,800.00
	Permanent Marker (1.5mm; color,assorted of black,blue,red)									1160.00	1,160.00
	Push Pins (100's)									420.00	420.00
	Printer Ink (HP GT53XL Black 135ml)									18,150.00	18,150.00
	Printer Ink (HP GT52 Cyan 70ml)									10,850.00	10,850.00
	Printer Ink (HP GT52 Yellow 70ml)									10,850.00	10,850.00
	Printer Ink (HP GT52 Magenta 70ml)									10,850.00	10,850.00
	Record Book (200 Pages, Size: 178mm X 278mm min)									3,600.00	3,600.00
	Stamp Pad (Blue)									270.00	270.00
	Stamp Pad Ink (Blue)									540.00	540.00
	Stapler w/ Staple Wire Remover									1,320.00	1,320.00
	Scissor									1,070.00	1,070.00
	ID Lace									2,000.00	2,000.00
	Sliding Folder (Colored with slide short embossed assorted color 12's)									20,410.00	20,410.00
	Specialty Paper (Board; Laser and Inkjet Compatible; 100gsm; Laid Texture Watermark; Color: Cream) (500sheets/ream)									2,200.00	2,200.00
	Specialty Paper (Glossy; Laser and Inkjet Compatible; 100gsm; Laid Texture Watermark; Color: Cream) (500sheets/ream)									4,320.00	4,320.00
	Sign Pen (0.5mm; Color: Black) 12'S									29,250.00	29,250.00
	Sign Here Sticky Notes									800.00	800.00
	Sticky Notes (3x5in. multi color)									900.00	900.00
	Sticker Paper Glossy Matte (A4)									12,360.00	12,360.00
	Tape Dispenser (medium)									1,100.00	1,100.00
	Tape, Adhesive (48mmx100yards; big roll)									4,125.00	4,125.00
	White Glue (All purpose)									310.00	310.00
	Folder with tab (A4 size)									400.00	400.00
100000100001000	2. CRS Office Equipment/ICT										-
	Laptop	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	18-Mar-25	21-Mar-25	22-Mar-25	25-Mar-25			588,000.00	588,000.00
100000100001000	3. CRS Janitorial Supplies	Coast Guard Civil Relations Service	52. Shopping	19-Mar-25	22-Mar-25	25-Mar-25	26-Mar-25				-
	Dishwashing Paste (200g)									1,050.00	1,050.00
	Floor Mat (Soft rubber matting; 4x1ft.)									6,000.00	6,000.00
	Disinfectant Spray (170g)									16,200.00	16,200.00
	Toilet Cleaner (450g)									3,150.00	3,150.00
	Air Freshener (320ml)									7,200.00	7,200.00
	Dust Pan									800.00	800.00
	Alcohol (1000ml)									7,500.00	7,500.00
	Garbage Bag (big; 30pcs/pkg)									6,000.00	6,000.00
	Surgical Mask									5,100.00	5,100.00
	Liquid Hand Sanitizer									4,650.00	4,650.00
	Liquid Hand Soap									6,300.00	6,300.00
	Tissue Interfolder Paper Towel									3,000.00	3,000.00
	Toilet Tissue Paper									6,000.00	6,000.00
	Floor Cleaner Detergent Powder (1kg)									3,000.00	3,000.00
	Sink & Drain Cleaner									11,100.00	11,100.00
	Muriatic Acid (1L)									10,500.00	10,500.00
	Rag/Cleaning Cloth									1,800.00	1,800.00
	Stick, Broom									1,950.00	1,950.00
	Soft, Broom									4,650.00	4,650.00
	Furniture Cleaner, Lemon Shine									7,200.00	7,200.00
	Waste Basket, Plastic									2,400.00	2,400.00
	Mophandle, Connection Type									1,850.00	1,850.00
	Mop Bucket, Squeezer									27,500.00	27,500.00
	Mophead, Heavy Duty									2,200.00	2,200.00
	B. Operations										-
	A. Humanitarian Assistance and Disaster Response Operations (HADR)										-
	1. Disaster Response Operations/Medical and Dental Civic Action Program (MEDCAP)										-
	a. Medical Mission for PCG Anniversary										-
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP		10,000.00	10,000.00
	b. Medical Mission for Senior Citizen										-
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP		10,000.00	10,000.00
	c. CRS Anniversary Medical Mission										-
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP		10,000.00	10,000.00
	d. Post-Disaster/Medical and Dental Mission/Year-end Outreach Program										-
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP		10,000.00	10,000.00

Office equipment is essential the smooth operation and productivity of the CRS. This contributes to the efficiency and productivity of the unit. Meanwhile office and janitorial supplies are fundamental to maintaining a functional, clean and professional work environment.

2. Medicines, Medical and Dental Supplies	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	1-Apr-25	4-Apr-25	7-Apr-25	8-Apr-25	GoP		
Ambroxol 6mg/ml (Oral Drops) 15mL								2,040.00	2,040.00
Ambroxol 15mg/5ml Syrup 60mL								1,500.00	1,500.00
Ascorbic Acid 100mg/ml (Syrup) 250mL								6,000.00	6,000.00
Ascorbic Acid Oral Drops 100mL								1,500.00	1,500.00
Carbocisteine 250mg/5ml								1,800.00	1,800.00
Phenylpropanolamine Chlorphenamine Paracetamol								7,550.00	7,550.00
Cetirizine Dihydrochloride								21,000.00	21,000.00
Racemadrol (Oral Suspension)								1,280.00	1,280.00
Racemadrol (Adult)								1,135.00	1,135.00
Loperamide Hydrochloride								11,000.00	11,000.00
Cloxacillin 250mg/5ml								1,750.00	1,750.00
Diphenhydramine 60ml								750.00	750.00
Mebendazole 100mg/5ml								1,805.00	1,805.00
Multivitamins Syrup 60ml								2,000.00	2,000.00
Paracetamol 250mg/5ml 60ml								1,700.00	1,700.00
Salbutamol 2mg tablet								3,000.00	3,000.00
Phenylpropanolamine Drops								750.00	750.00
Allopurinol								8,000.00	8,000.00
Ambroxol 30mg tab (100's/box)								4,500.00	4,500.00
Amlodipine 5mg (100's/box)								17,640.00	17,640.00
Ascorbic Acid 500mg (100's/box)								8,500.00	8,500.00
Carbocisteine 500mg (100's/box)								10,500.00	10,500.00
Cefalexin 500mg (100's/box)								10,600.00	10,600.00
Cinnarizine 25mg/tab (100's/box)								2,850.00	2,850.00
Clindamycin 300mg (100's/box)								14,600.00	14,600.00
Diclofenac Na 50mg (100's/box)								4,590.00	4,590.00
Diphenhydramine 25mg (100's/box)								3,400.00	3,400.00
Mefenamic Acid 500mg (100's/box)								4,025.00	4,025.00
Losartan 50mg								8,370.00	8,370.00
Omeprazole 20mg (100's/box)								6,100.00	6,100.00
ORS (25's)								2,750.00	2,750.00
Paracetamol Ibuprofen 325mg/200mg (100's/box)								5,194.00	5,194.00
Simvastatin 20mg (100's/box)								8,280.00	8,280.00
Cloxacillin 500mg								10,550.00	10,550.00
Vitamin B-Complex (100's/box)								7,020.00	7,020.00
Tranexamic Acid Capsule 500mg								19,440.00	19,440.00
Amoxicillin Capsule 250mg								14,840.00	14,840.00
Amoxicillin Capsule 500mg								19,500.00	19,500.00
Amoxicillin Suspension 60ml								1,725.00	1,725.00
Paracetamol Suspension 60ml								13,000.00	13,000.00
Medical and Dental Supplies								-	-
Alcohol Ethyl 70% 500ml								9,000.00	9,000.00
Non-sterile Latex Ambidextrous Gloves Medium sized (100's)								8,100.00	8,100.00
Cotton Balls (150's)								1,530.00	1,530.00
Disposable cups 8oz 100/pck								7,600.00	7,600.00
Povidone Iodine								2,780.00	2,780.00
Hydrogen Peroxide								860.00	860.00
Sodium Chloride (NSS)								1,440.00	1,440.00
Micropore Tape								1,250.00	1,250.00
Isopropyl Alcohol 500ml 70%								2,500.00	2,500.00
Disposal Gloves (S,M,L)								10,400.00	10,400.00
Dental Anesthesia								30,000.00	30,000.00
Face Mask (Earloop) Disposable								3,250.00	3,250.00
Dental Needle 27G Short								5,500.00	5,500.00
Dental Needle 27G Long								2,750.00	2,750.00
Gauze Pads (2x2)								1,275.00	1,275.00
Topical Anesthesia (Xylocaine)								15,800.00	15,800.00
Absorbent Cotton 300 gms								4,500.00	4,500.00
Dental Bib								2,050.00	2,050.00
Cidex 5 Liters								14,000.00	14,000.00
Gauze Bag (10 pcs)								1,075.00	1,075.00
Tissue (6 pcs/pck)								1,400.00	1,400.00
B. Community Relations								-	-
1. Community Relations Service								-	-
a. Static Display/Exhibit								-	-
Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil	NP- 53.9 Small Value	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	48,000.00	48,000.00
Teapaculr (5.5 ft x 8ft/6ftx11ft)			03-Mar-25	05-Mar-25	06-Mar-25	07-Mar-25		2,000.00	2,000.00
Painting Assets Miniature	Coast Guard Civil Relations Service	NP- 53.9 Small Value					GoP	96,000.00	96,000.00
b. PCGA Donning, Oath Taking and Awarding								-	-
Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service	NP- 53.9 Small Value	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	Gop	40,000.00	40,000.00

The CRCRS is the humanitarian arm of the PCG. One of its activities is the conduct of medical and dental mission to underserve communities. The end-goal of this activity is to support the social amelioration program of government, end insurgency and reinforce concept that the PCG is part of the community.

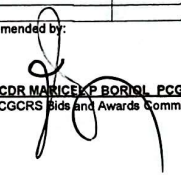
The CRCRS is the humanitarian arm of the PCG. One of its activities is the conduct of static display to showcase the assets of the PCG.

2. Civic Action Programs										-	-	
a. Feeding Program										-	-	
Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	20,000.00	20,000.00		Feeding program - The CRCRS is the humanitarian arm of the PCG. One of its activities is the conduct of civic action program such as feeding program. The end-goal of this activity is to support the social amelioration program of government, end insurgency and reinforce concept that the PCG is part of the community.
b. Blood Letting Activity										-	-	
Supply and Delivery of Meals (AM Snacks and Lunch)	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	20,000.00	20,000.00		This activity aims to collect a variety of blood products that will be utilized in saving the lives of patients
3. Inter-agency Activities										-	-	
a. MOA and MOU Signing										-	-	
Supply and Delivery of Meals	Coast Guard Civil Relations Service		NP- 53.9 Small Value Procurement	10-Feb-25	12-Feb-25	13-Feb-25	14-Feb-25	GoP	20,000.00	20,000.00		This program aims to achieve a formal written agreement between the PCG and parties involved.
										-	-	
										-	-	
										2,895,000.00	2,895,000.00	

Prepared by:


P/ENS JUN RAY L. BONILLA PCG
Head, BAC Secretariat

Recommended by:


LCDR MARICEL P. BORIS PCG
Chairman, CGCRS Bids and Awards Committee (BAC)

Approved by:


COMMO TECTIMO R. BORJA JR PCG
Head of the Procuring Entity (HOPE)