

**PHILIPPINE COAST GUARD
COAST GUARD CIVIL RELATIONS SERVICE
Annual Procurement Plan FY 2024**

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/RE	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												
	Airline Ticket (For Operational Purpose Only)	Coast Guard Civil Relations Service		NP- 53 14 Direct Retail Purchase of Petroleum and Airline Tickets	27-Aug-24	10-Sep-24	15-Sep-24	29-Sep-24	GoP	51,391.00	51,391.00		This serves as Operational funds for CGCRS personnel who are required to travel within the country to provide CRS-related
	2. Moral and Welfare												
100000100001000	a. CGCRS Anniversary			NP- 53 9 Small Value Procurement	18-Apr-24	20-Apr-24	23-Apr-24	24-Apr-23	GoP				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
	Supply and Delivery of Meals (AM & PM Snacks, Lunch)	Coast Guard Civil Relations Service								75,000.00	75,000.00		
	Venue Design (Lights and Sounds and LED Wall)	Coast Guard Civil Relations Service								78,000.00	78,000.00		
	Plaque	Coast Guard Civil Relations Service								63,000.00	63,000.00		
	Memento	Coast Guard Civil Relations Service								9,400.00	9,400.00		
	Frame	Coast Guard Civil Relations Service								2,200.00	2,200.00		
	b. Honors and Other Ceremonies												
	Supply and Delivery of Meals	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement	17-Feb-24	20-Feb-24	21-Feb-24	22-Feb-24	GoP	79,360.00	79,360.00		
	Lease of Venue	Coast Guard Civil Relations Service								500,000.00	500,000.00		
	Venue Design	Coast Guard Civil Relations Service								115,000.00	115,000.00		
	Lease of Panoramic LED wall with lights and sounds	Coast Guard Civil Relations Service								94,000.00	94,000.00		
	Memento	Coast Guard Civil Relations Service								19,000.00	19,000.00		
	Meals for ancillary	Coast Guard Civil Relations Service								10,000.00	10,000.00		
	c. CGCRS Seminar and Workshop			NP- 53 9 Small Value Procurement	N/A	N/A	5-Apr-24	9-Apr-24	GoP	148,800.00	148,800.00		
	d. Assorted PCG Memento			NP- 53 9 Small Value Procurement									
	1 Assorted PCG Bull Cap	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement						20,000.00	20,000.00		
	2 Beer Mug	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement						36,000.00	36,000.00		
	3 Balpen	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement						3,000.00	3,000.00		
	4 Customized Flash drive	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement						12,000.00	12,000.00		
	3. Command Conference and Staff Meetings												
	Supply and Delivery of Meals (AM, Lunch and PM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement	6-Feb-24	9-Feb-24	12-Feb-24	13-Feb-24	GoP	79,360.00	79,360.00		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.
	4. Gender and Development Activities												
	a. Infrastructure			NP- 53 9 Small Value Procurement									
	Renovation of CGCRS Comfort Room	Coast Guard Civil Relations Service							GoP	217,187.00	217,187.00		Adhering with Gender and Development related laws, the CGCRS personnel on GAD related matters ensuring equality and equity at the workplace
	b. GAD Sports Festival			NP- 53 9 Small Value Procurement									
	Jersey	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	37,125.00	37,125.00		
	6. Program for Persons with Special Needs and Senior Citizen												
	a. Autism Consciousness Week												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	3,920.00	3,920.00		
	b. National Mental Health Week												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	3,920.00	3,920.00		
	c. Women with Disability Day Celebration												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	3,920.00	3,920.00		
	d. National Disability Prevention and Rehabilitation Week												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	3,920.00	3,920.00		
	e. Disability Sensitivity Training												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	3,920.00	3,920.00		
	f. Run for Accessibility and Inclusion												
	Supply and Delivery of Meals (AM Snacks)	Coast Guard Civil Relations Service		NP- 53 9 Small Value Procurement					GoP	3,920.00	3,920.00		In relation with the Task Force on Accessibility, the activities are being conducted to promote an inclusive environment, as well as the roles and responsibilities of CRS personnel in supporting the communities of Senior Citizens and Differently-abled persons (PND)

	g. Freedom Walk	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement						GoP	3,920.00	3,920.00	
	Supply and Delivery of Meals (AM Snacks)											
	h. International Day of Persons with Disability	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement						GoP	3,920.00	3,920.00	
	Supply and Delivery of Meals (AM Snacks)											
	i. Filipino Elderly Week	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement						GoP	3,920.00	3,920.00	
	Supply and Delivery of Meals (AM Snacks)											
	B. Equipment Readiness											
	1. Mobility											
	a. CGCRS Vehicle Repair, Maintenance and Registration Renewal (MPV and Hilux)	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	5-Feb-24	8-Feb-24	9-Feb-24	12-Feb-24		GoP	348,055.00	348,055.00	Maintenance, repair, as well as vehicle registration ensuring road worthy vehicles. Sports Equipments – provision of sports equipment utilized during CRG Sports Clinic that helps to create a more professional, organized, and effective learning environment. Tent – utilized during static display ensuring that static display, as well as the participants and attendees, remain comfortable and dry, preventing weather disruptions that could damage equipment or
	2. Sports Equipments	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement							25,084.00	25,084.00	
	3. Tent	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement							32,787.50	32,787.50	
	C. Semi-Expandable Equipment/Supplies											
100000100001000	1. CRG Office Supplies	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	7-May-24	10-Jul-24	13-Jul-24	14-Jul-24		GoP			
	Balpen (black 0.5mm, water-resistant ink) 25's									8,738.00	8,738.00	
	Binder & Archfile (A4 size, Color: any)									14,385.00	14,385.00	
	Bond Paper (Multicopy, A4 size, 70 gm)									78,000.00	78,000.00	
	Envelope (documentary, Long size, brown)									487.50	487.50	
	Clear Book (A4 size)									910.00	910.00	
	Clip Board (Legal size)									876.00	876.00	
	Clear Sliding Folder (Acetate film in front, morocco board at the back)									2,210.00	2,210.00	
	Correction Tape									876.00	876.00	
	Wooden Podium									9,750.00	9,750.00	
	Double Sided Tape (24mm x 10mm, Color: White)									876.00	876.00	
	Electrical Tape (18m)									1,458.00	1,458.00	
	Envelope (Expanding, Kraft, Legal size)									3,380.00	3,380.00	
	Flash Drive									5,850.00	5,850.00	
	Fold Back Clip (1.62in x 4.5 x 4.1mm)									1,718.00	1,718.00	
	Highlighter (color: orange, yellow)									975.00	975.00	
	Marker Whiteboard (Color: Assorted of Black, Blue, Red)									1,300.00	1,300.00	
	Masking/Paper tape (24x18mm, no mess)									2,807.80	2,807.80	
	Paper Clip (33mm, 55.2g round vinyl, color: assorted)									2,730.00	2,730.00	
	Pencil with eraser (12's)									8,370.00	8,370.00	
	Permanent Marker (1.5mm, color: assorted of black, blue, red)									1,812.00	1,812.00	
	Push Pins (100's)									390.00	390.00	
	Printer Ink (HP GT53XL Black 135ml)									37,570.00	37,570.00	
	Printer Ink (HP GT52 Cyan 70ml)									13,280.00	13,280.00	
	Printer Ink (HP GT52 Yellow 70ml)									13,280.00	13,280.00	
	Printer Ink (HP GT52 Magenta 70ml)									13,280.00	13,280.00	
	Printer Ink (EPSON 005-Black Ink Bottle)									45,780.00	45,780.00	
	Printer Ink (EPSON 005-Magenta Ink Bottle)									12,480.00	12,480.00	
	Printer Ink (EPSON 005-Yellow Ink Bottle)									12,480.00	12,480.00	
	Printer Ink (EPSON 005-Cyan Ink Bottle)									12,480.00	12,480.00	
	Record Book (200 Pages, Size: 176mm X 278mm min)									2,925.00	2,925.00	
	Stamp Pad (Blue)									227.50	227.50	
	Stamp Pad Ink (Blue)									585.00	585.00	
	Stapler w/ Staple Wire Remover									1,235.00	1,235.00	
	Scissor									455.00	455.00	
	Sliding Folder (Colored with slide short embossed, assorted color 12's)									16,055.00	16,055.00	
	Specialty Paper (Board, Laser and Inkjet Compatible, 100gm, Laid Texture)									2,912.00	2,912.00	
	Watermark, Color: Cream (50g/hectare/ream)									5,850.00	5,850.00	
	Specialty Paper (Glossy, Laser and Inkjet Compatible, 100gm, Laid Texture)									16,250.00	16,250.00	
	Watermark, Color: Cream (50g/hectare/ream)									780.00	780.00	
	Sign Pen (0.5mm, Color: Black) 12's									1,082.00	1,082.00	
	Sign Here Sticky Notes									2,028.00	2,028.00	
	Sticky Notes (3x5in, multi color)									910.00	910.00	
	Sticker Paper Glossy Matte (A4)									3,900.00	3,900.00	
	Tape Dispenser (medium)									312.00	312.00	
	Tape, Adhesive (48mmx100yards, big roll)									975.00	975.00	
	White Glue (All purpose)									3,900.00	3,900.00	
	Folder with tab (A4 size)									3,120.00	3,120.00	
	Table Cloth									15,800.00	15,800.00	
	Table Sign Holder											
	Chair Cover											
	2. CRG Office Equipment/ICT	Coast Guard Civil Relations Service	NP- 53.9 Small Value Procurement	7-May-24	10-May-24	13-May-24	14-May-24		GoP			
	Laptop (Intel Core i5 RTX 3050)									48,500.40	48,500.40	
100000100001000	Laptop (Intel Core i3 1215U)									582,944.10	582,944.10	
	Printer									70,525.80	70,525.80	
	Speaker, Microphone and Amplifier Set									28,123.30	28,123.30	
	Phone Stabilizer									13,599.40	13,599.40	
	SD Card V60									7,000.20	7,000.20	
	Solid State Drive (SSD) 1TB									102,004.80	102,004.80	
	Camera											

Office equipment is essential for the smooth operation and productivity of the CRG. 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.

100000100001000	3. CRB Janitorial Supplies	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement	20-May-24	23-May-24	24-May-24	26-May-24	GoP		
	Dishwashing Paste (200g)								975.00	975.00
	Floor Mat (Soft rubber matting, 4x1ft)								5,850.00	5,850.00
	Disinfectant Spray (170g)								19,890.00	19,890.00
	Toilet Cleaner (450g)								2,925.00	2,925.00
	Air Freshener (320ml)								6,810.00	6,810.00
	Dust Pan								1,170.00	1,170.00
	Alcohol (1000ml)								7,410.00	7,410.00
	Garbage Bag (big, 30pos/pck)								5,850.00	5,850.00
	Surgical Mask								4,680.00	4,680.00
	Liquid Hand Sanitizer								4,470.00	4,470.00
	Liquid Hand Soap								6,240.00	6,240.00
	Tissue Interfolder Paper Towel								2,730.00	2,730.00
	Toilet Tissue Paper								5,850.00	5,850.00
	Floor Cleaner/Detergent Powder (1kg)								2,535.00	2,535.00
	Sink & Drain Cleaner								10,530.00	10,530.00
	Muratic Acid (1L)								10,140.00	10,140.00
	Rag/Cleaning Cloth								1,755.00	1,755.00
	Stick Broom								1,950.00	1,950.00
	Soft Broom								4,433.00	4,433.00
	Furniture Cleaner, Lemon Shine								6,630.00	6,630.00
	Waste Basket, Plastic								1,950.00	1,950.00
	Mophead, Connection Type								5,070.00	5,070.00
	Mop Bucket, Squeezer								27,950.00	27,950.00
	Mophead, Heavy Duty								6,240.00	6,240.00
	II. Operations									
	A. Humanitarian Assistance and Disaster Response Operations (HADRO)									
310100100002000	1. Disaster Response Operations									
	a. Medical and Dental Civic Action Program (MEDCAP)									
	a. Medical Mission for PCG Anniversary									
	b. Medical Mission for Senior Citizens and PWD's									
	c. CRB Anniversary Medical Mission									
	d. Post-Disaster/Medical and Dental Mission/Year-end Outreach Program									
	Medicines and Medical Supplies	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement	19-Feb-24	23-Feb-24	26-Feb-24	28-Feb-24	GoP		
	Supply and Delivery of Meals (2 days) (AM Snack, Lunch and PM Snacks)								56,520.00	56,520.00
	Amoxicillin 6mg/ml (Oral Drops) 15mL								3,000.00	3,000.00
	Amoxicillin 15mg/5ml Syrup 80mL								1,500.00	1,500.00
	Ascorbic Acid 100mg/ml (Syrup) 250mL								3,150.00	3,150.00
	Ascorbic Acid Oral Drops 100mL								3,500.00	3,500.00
	Carbamazepine 250mg/5mL								1,750.00	1,750.00
	Cloxacillin 250mg/5mL								2,500.00	2,500.00
	Diphenhydramine 80mL								1,050.00	1,050.00
	Mefenamic Acid 100mg/5mL								10,000.00	10,000.00
	Multivitamins Syrup 60mL								3,500.00	3,500.00
	Paracetamol 250mg/5mL 60mL								3,500.00	3,500.00
	Salbutamol 2mg tablet								20,000.00	20,000.00
	Phenylpropanolamine Drops								1,500.00	1,500.00
	Allopurinol								3,250.00	3,250.00
	Amoxicillin 30mg tab (100's/box)								17,500.00	17,500.00
	Amlodipine 5mg (100's/box)								10,000.00	10,000.00
	Ascorbic Acid 500mg (100's/box)								7,000.00	7,000.00
	Carbamazepine 500mg (100's/box)								9,000.00	9,000.00
	Cefalexin 500mg (100's/box)								6,720.00	6,720.00
	Cimetidine 30mg/box (100's/box)								2,400.00	2,400.00
	Cloxacillin 300mg (100's/box)								20,000.00	20,000.00
	Diclofenac Na 50mg (100's/box)								5,500.00	5,500.00
	Diphenhydramine 25mg (100's/box)								2,000.00	2,000.00
	Mefenamic Acid 500mg (100's/box)								4,250.00	4,250.00
	Losartan 50mg								8,500.00	8,500.00
	Omeprazole 20mg (100's/box)								4,250.00	4,250.00
	ORS (25's)								4,000.00	4,000.00
	Paracetamol (Ibuprofen 325mg/200mg) (100's/box)								5,000.00	5,000.00
	Simvastatin 20mg (100's/box)								20,000.00	20,000.00
	Cloxacillin 500mg								15,000.00	15,000.00
	Vitamin B-Complex (100's/box)								12,000.00	12,000.00
	Tranexamic Acid Capsule 500mg								4,500.00	4,500.00
	Amoxicillin Capsule 250mg								750.00	750.00
	Amoxicillin Capsule 500mg								2,000.00	2,000.00
	Amoxicillin Suspension 60mL								525.00	525.00
	Paracetamol Suspension 60mL								2,500.00	2,500.00
	Loratadine 5mg/ml (10 capsule/box)								5,000.00	5,000.00
	Cetirizine 1mg/80mL								1,785.00	1,785.00
	NAC 600mg (10 sachet/box)								2,780.00	2,780.00
	Co-Amoxiclav 625mg/tablet (14table/box)								2,340.00	2,340.00
	Cefuroxime 500mg/tablet (10 tablets/box)								2,100.00	2,100.00
	Medical and Dental Supplies	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement	19-Feb-24	23-Feb-24	26-Feb-24	28-Feb-24	GoP		
	Alcohol Ethyl 70% 500ml								7,200.00	7,200.00
	Non-sterile Latex Ambidextrous Gloves Medium sized (100's)								12,000.00	12,000.00
	Cotton Balls (150's)								3,000.00	3,000.00
	Disposable cups 6oz 100/pck								2,000.00	2,000.00
	Isopropyl Alcohol 500ml 70%								800.00	800.00
	Disposal Gloves (S.M.L)								8,000.00	8,000.00
	Dental Anesthesia								22,000.00	22,000.00
	Face Mask (Earloop) Disposable								600.00	600.00
	Dental Needle 27G Short								3,500.00	3,500.00
	Dental Needle 27G Long								1,750.00	1,750.00
	Gauze Pads (2x2)								5,250.00	5,250.00
	Topical Anesthesia (Xylocaine)								3,500.00	3,500.00
	Absorbent Cotton 300 gms								800.00	800.00
	Dental Bib								1,750.00	1,750.00
	Cidex 5 Liters								15,000.00	15,000.00
	Garbage Bag (10 pos)								1,750.00	1,750.00
	Tissue (6 pos/pck)								800.00	800.00

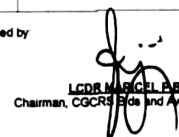
The CRCS is the humanitarian arm of the PCG. One of its activities is the conduct of medical and dental mission to underserved communities. The end-goal of this activity is to support the social amelioration program of government, and insurgency and reinforce concept that the PCG is part of the community.

	a. @static Display/Exhibit									-	-	
	Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement	12-Apr-24	15-Apr-24	16-Apr-24	18-Apr-24	GoP	36,704.00	36,704.00		
	b. Feeding Program									-	-	
	Supply and Delivery of Meals (AM and PM Snacks, Lunch)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement	22-Apr-24	25-Apr-24	26-Apr-24	28-Apr-24	GoP	29,780.00	29,780.00		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, and insurgency and reinforce concept that the PCG is part of the community.
	c. @blood Letting Activity									-	-	
	Supply and Delivery of Meals (AM Snacks and Lunch)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	4,900.00	4,900.00		This activity aims to collect a variety of blood products that will be utilized in saving the lives of patients.
	d. @MOA and MOU Signing									-	-	
	Supply and Delivery of Meals (AM Snacks and Lunch)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	54,560.00	54,560.00		This program aims to achieve a formal written agreement between the PCG and parties involved.
	e. Maritime Week									-	-	
	Supply and Delivery of Meals for Series of Meetings for Preparation for Maritime Week (AM Snacks and Lunch)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	138,880.00	138,880.00		Maritime week - To support the activities conducted in relation with the celebration of maritime week.
	Supply and Delivery of Meals for Maritime Week Blood Letting Activities (AM Snacks)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	27,440.00	27,440.00		
	Supply and Delivery of Meals for Maritime Week Fun Run and Zumba (AM Snacks)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	27,440.00	27,440.00		
	Rental of venue	Coast Guard Civil Relations Service							70,000.00	70,000.00		
	T-shirt with Print	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	156,000.00	156,000.00		
	Tarpaulin (5.5 ft x 8 ft/6 ft x 11 ft)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	2,150.00	2,150.00		
	Tarpaulin (5 ft x 4 ft, Lobby)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	800.00	800.00		
	f. National Seafarer's Day									-	-	
	Supply and Delivery of Meals (AM Snacks and Lunch) w/ Bottled Water	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	133,920.00	133,920.00		This activity aims to showcase and celebrate National Seafarers' Day.
	Tarpaulin (5.5 ft x 8 ft/6 ft x 11 ft, Stage)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	2,150.00	2,150.00		
	Tarpaulin (5 ft x 4 ft, Lobby)	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	800.00	800.00		
	Wreath	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	4,000.00	4,000.00		
	Rose Petals	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	3,000.00	3,000.00		
	T-shirt with Print	Coast Guard Civil Relations Service	NP- 53 9 Small Value Procurement					GoP	56,160.00	56,160.00		
	g. Cultural Uniforms	Coast Guard Civil Relations Service	NP- 53 10 Small Value Procurement					GoP	30,000.00	30,000.00		
									4,844,330.00	4,844,330.00		

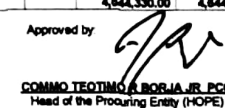
Prepared by


PIRSEN JUN RAYC BONILLA PCG
 Head BAC Secretariat

Recommended by


LCDR MARCEL B. BORJOL PCG
 Chairman, CGCRS Bids and Awards Committee (BAC)

Approved by


COMMO TESTIMO A. BORJA JR. PCG
 Head of the Procuring Entity (HOPE)