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UNESCO NATIONAL COMMISSION OF THE PHILIPPINES  
Department of Foreign Affairs, Roxas Boulevard, Pasay City

Annual Procurement Plan for FY 2017

CODE (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds / Sector	Estimated Budget			REMARKS (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/ Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>Training, Seminar and Capacity Building Expenses</b>												
<b>Mindanao-wide Young Educators' Summit 2017</b>												
	Meals, travel and accommodation, materials and incidental expenses for the participation of UNACOM personnel to the Young Educators' Summit 2017	UNACOM / Education Sector	Small Value Procurement			Jan-17	Jan-17	GoP	30,000.00	30,000.00		UNACOM plays a big role in collaborating efforts and in monitoring Sustainable Development Goal No. 4 (SDG 4), where Education 2030 Framework for Action is anchored. Platforms, such as this Mindanao-wide Young Educators' Summit, provide opportunities in enriching discussions on how to integrate the development agenda into the domain of the educators' profession.
<b>Government Procurement Policy Board (GPPB) Training on RA 9184 for UNACOM Personnel</b>												
	Lease of venue, meals, materials and token for the resource speakers for the GPPB Training	UNACOM	Small Value Procurement			Feb-17	Feb-17	GoP	30,000.00	30,000.00		UNACOM personnel regularly attends an updating training on R.A 9184 facilitated by accredited GPPB Trainers to ensure awareness and compliance with the relevant procurement rules and regulations.
<b>Support to Sites on the World Heritage Tentative and Biosphere Reserves Tentative List</b>												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the conduct of meetings and activities to support sites in the World Heritage Tentative List	UNACOM / Culture Sector	Small Value Procurement			Feb-17	Feb-17	GoP	250,000.00	250,000.00		UNACOM, through the Culture and Science and Technology sectors, provides technical support and assistance to these sites on the World Heritage and Biosphere Reserves Tentative List. Experts and concerned UNACOM personnel coordinate with relevant sites stakeholders in crafting their nomination dossiers.
<b>World Heritage Project in partnership with Photo Copyright owner</b>												
	Production / purchase of audio-visual materials, meals, materials and other incidental expenses needed for the World Heritage Project	UNACOM / Culture Sector	Small Value Procurement			Feb-17	Feb-17	GoP	100,000.00	100,000.00		UNACOM will forge partnerships to pool photographs that will be part of the audiovisual projects
<b>Annual MAB - Southeast Asian Biosphere Reserve Network (SEABRNET) Meeting</b>												

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	Lease of venue, meals, travel and accommodation and materials for the Annual SEABRNET Meeting	UNACOM / Science and Technology Sector	Small Value Procurement			Mar-17	Mar-17	GoP	80,000.00	80,000.00		Southeast Asian Biosphere Reserve Network (SEABRNET) meeting is an annual gathering of experts under the Man and Biosphere Programme. UNACOM and Science and Technology experts are expected to participate to local and international engagements of the MAB Programme.
<b>Filipino Translation of the Website/ Pamana Primer Translation</b>												
	Meals, materials, token for the translator / copy-editor and incidental expenses needed for the website and PAMANA Book translation	UNACOM / Culture Sector	Small Value Procurement			Mar-17	Mar-17	GoP	100,000.00	100,000.00		UNACOM, in its initial stage of improving the interface and content of their website, will engage a Filipino translator for both the website and the PAMANA Primer to enhance communication and networking capacities of the Commission.
<b>Pamana: World Heritage and Biosphere Reserve Nomination and Capacity Building Workshop Series</b>												
	Lease of venue, meals, travel and accommodation, workshop materials, token for experts and incidental expenses for the Pamana Workshop Series	UNACOM / Culture Sector	Small Value Procurement			Mar-17	Mar-17	GoP	250,000.00	250,000.00		The 3rd Leg of Pamana will focus on the third pillar of Outstanding Universal Value, which is protection and management. The first leg was held last 14-15 April 2016 in Puerto Princesa, Palawan, while the second leg was held last 15-16 September 2016 in the City of Mati, Davao Oriental. This series is intended to guide sites managers of tentative list sites in the Philippines in the writing of their dossiers, and network with other sites for further capacity-building. This leg will be held in Albay.
<b>UNESCO Memory of the World Programme</b>												
	Lease of venue, meals, travel and accommodation, workshop materials, token for experts and incidental expenses for the Memory of the World Programme Workshop Series	UNACOM / Communication and Information Sector	Small Value Procurement			Mar-17	Mar-17	GoP	350,000.00	350,000.00		Support to the MOW Programme will include support to activities related to the preservation and access to documentary heritage. The members of the MOW National Committee will be tasked to review incoming nomination forms and conduct meetings with nominators, as deemed necessary. They will also spearhead a national publicity campaign to raise awareness on the MOW Programme not just to heritage workers, but also among the general public. The Chairperson of the MOW National Committee may also wish to attend regional or international meetings relative to the Programme.
<b>UNESCO Management of Social Transformations (MOST) Programme</b>												
	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the series of meetings for MOST	UNACOM / Social and Human Sciences Sector	Small Value Procurement			Mar-Dec-17	Mar-Dec-17	GoP	140,000.00	140,000.00		As a member of the Intergovernmental Council of the MOST Programme (2015-2017), the Philippines is expected to become active in promoting social science research and policy.

Pamana: Primer on the Protection of World Heritage Sites in the Philippines												
	Production of the publication, lease of venue, meals, token for the participants and other incidental expenses for the launch of the Pamana Book	UNACOM / Culture Sector	Small Value Procurement			Apr-17	Apr-17	GoP	500,000.00	500,000.00		The primer will focus on the six World Heritage Sites in the Philippines and contextualize them in terms of the sustainable development of the country. The primer will touch on their World Heritage designations, current achievements and efforts in conserving the sites, and challenges as regards their conservation and management. This is done in order to promote the country's world heritage sites in a more accessible language, while highlighting the real efforts being done on the ground.
Annual Report 2016												
	Production of the publication, meals, token for the copy-editor and other incidental expenses for the production of Annual Report 2016	UNACOM	Small Value Procurement			Apr-17	Apr-17	GoP	200,000.00	200,000.00		UNACOM reports and promotes UNESCO advocacies, programmes, projects and activities through the publication and distribution of the Annual Report. The annual report is also published in the website in its digital format.
Intergovernmental Oceanographic Commission (IOC)												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the participation of UNACOM personnel and IOC experts to IOC programmes and projects	UNACOM / Science and Technology Sector	Small Value Procurement			Apr-Jun-17	Apr-Jun-17	GoP	160,000.00	160,000.00		The Intergovernmental Oceanographic Commission promotes international cooperation and coordinates programmes in research, services and capacity-building to learn more about the nature and resources of the ocean and coastal areas.
Valorization of Evidence of Sustainable Development Goals (SDGs) in partnership with UNESCO Jakarta												
	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the conduct of the Valorization Project	UNACOM / Social and Human Sciences Sector	Small Value Procurement			May-17	May-17	GoP	100,000.00	100,000.00		This project will be funded largely by the Malaysian Funds-in-Trust. UNACOM may wish to provide counterpart funding for specific aspects of the project such as supplies, meals, etc.
Support to the Philippine Participation in the 41st Session of the World Heritage Committee												
	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the participation of the Philippine Delegation to the 41st Session of the World Heritage Committee	UNACOM / Culture Sector	Small Value Procurement			Jul-17	Jul-17	GoP	950,000.00	950,000.00		The Philippines is on its fourth and final year in the World Heritage Committee, having actively participated in the past three sessions in Doha, Bonn, and Istanbul. The 41st Session will be held in Krakow, Poland in 2-12 July 2017. Prior to the Session, UNACOM is tasked to convene a panel of experts with the responsibility of reviewing the nominations to the World Heritage List, and review State of Conservation reports for existing Sites in the List. Additionally, UNACOM is tasked to provide secretariat and technical support to the head of delegation in the Session proper.
World Heritage Audio-Visual Promotional Materials												

	Production and distribution of audio-visual materials and incidental expenses for the completion of the promotional materials	UNACOM / Culture Sector	Small Value Procurement			Jun-Jul-17	Jun-Jul-17	GoP	700,000.00	700,000.00		UNACOM will launch a series of audiovisual materials that will feature all the World Heritage Sites and Biosphere Reserves in the Philippines. The materials will be distributed in print and in digital format.
<b>Communication and Information Project</b>												
	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the conduct of projects on Freedom of Information and Media Information Literacy	UNACOM / Communication and Information Sector	Small Value Procurement			Aug-17	Aug-17	GoP	200,000.00	200,000.00		In support of UNESCO's programmes under the Communication and Information sector, UNACOM will forge partnerships in the area of freedom of information, media information literacy and information for all.
<b>Team Building Activity cum World Heritage Site Visit for UNACOM Personnel</b>												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the conduct of Team Building Activity of UNACOM personnel	UNACOM	Small Value Procurement			Aug-17	Aug-17	GoP	250,000.00	250,000.00		Under Section 31, Chapter 5 of Executive Order (E.O.) No. 292, otherwise known as "The Administrative Code of 1987, government agencies are mandated on a yearly basis to develop a career and personnel development plan which shall include provisions among others for employees' health welfare, counseling, recreation and similar services. For FY 2017, UNACOM will visit a World Heritage site as part of its team building activity to increase appreciation and awareness on World Heritage sites among its personnel.
<b>Support to National Association of UNESCO Clubs in the Philippines (NAUCP)</b>												
	Lease of venue, meals, travel and accommodation, materials, giveaways, token for experts and incidental expenses for the conduct of Team Building Activity of UNACOM personnel	UNACOM / Education Sector	Small Value Procurement			Sep-17	Sep-17	GoP	250,000.00	250,000.00		National UNESCO Clubs in the Philippines (NAUCP) is a global, civil society movement of students, professionals and non-governmental organizations that support UNESCO at the grass-roots level. UNACOM accredits UNESCO clubs (around 70 throughout the country) and encourages them to be avenues for youth mentoring and peer dialogues in relation to UNESCO's work. One active partnership of UNACOM and NAUCP is the International Assembly of Youth for UNESCO where UNESCO programmes and projects are cascaded to all its members.
<b>Associated Schools Project Network (ASPNet)</b>												

	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the conduct of ASPNet activities and projects	UNACOM / Education Sector	Small Value Procurement			Sep-17	Sep-17	GoP	100,000.00	100,000.00		Association of Schools Project Network (ASPNet) is a UNESCO-accredited global network of more than 10,000 educational institutions in 181 countries with 40 member schools in the Philippines. ASPnet schools serve as international laboratories for experimenting and validating educational materials developed by UNESCO and partners.
<b>11th Karunungan Festival</b>												
	Lease of venue, meals, travel and accommodation, materials, giveaways, and incidental expenses for the 11th Karunungan Festival	UNACOM / Social and Human Sciences Sector	Small Value Procurement			Sep-17	Sep-17	GoP	300,000.00	300,000.00		This is the flagship project of the Social and Human Sciences sector. The Karunungan (wisdom) festival is an annual gathering that introduces emerging methods in the teaching of the social sciences and the humanities at the basic level. The topics include: philosophy for children; global citizenship education; and ethics.
<b>Support to Man and Biosphere Programme</b>												
	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the support to the priorities and projects of Man and Biosphere Programme	UNACOM / Science and Technology Sector	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	100,000.00	100,000.00		The Man and Biosphere Programme is an Intergovernmental Scientific Program of UNESCO aiming to improve the relationships between people and their environment. This programme is implemented on the ground through the establishment of Biosphere Reserves (BRs).  The support to Man and Biosphere Programme involves conduct of meetings, dialogues, field visits and technical assistance to the site managers or stakeholders of existing and proposed Biosphere Reserves in the Philippines.
<b>Support to UNESCO Global Geoparks Programmes</b>												

	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the support to the priorities and projects of UNESCO Global Geoparks Programme	UNACOM / Science and Technology Sector	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	100,000.00	100,000.00		<p>UNACOM, through the Global Geoparks Programme, highlights the need to protect our geological heritage through engagement with local communities.</p> <p>Specifically, Geoparks engages in awareness raising and develops strategies to mitigate geohazards such as volcanic eruption, earthquakes and tsunamis. It also addresses the problems of climate change and the need to sustain our natural resources.</p> <p>At present, the UP School of Urban and Rural Planning (UP SURP) is working on the nomination of Bohol as a UNESCO Global Geopark. Another site on the tentative list is the Mt. Masungi Karst Conservation Area in Tanay, Rizal.</p>
<b>Support to SDG 4 / Lifelong Learning Projects</b>												
	Lease of venue, meals, travel and accommodation, materials, token for experts and incidental expenses for the support to the priorities and projects on Sustainable Development Goals 4 / Lifelong Learning	UNACOM / SEA-CLSSD	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	400,000.00	400,000.00		<p>UNACOM is expected to support the South East Asia Centre of Lifelong Learning for Sustainable Development (SEA CLLSD) as a Category II Centre of UNESCO. SEA CLLSD serves as a hub for training, research and advocacy to re-orient existing education programmes on various aspects of lifelong learning. It also raises consciousness on available learning opportunities outside of formal education.</p>
<b>Support to ASEAN 2017 Activities</b>												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the support to the priorities and projects of ASEAN 2017	UNACOM	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	100,000.00	100,000.00		<p>The Philippine Government is expected to support all ASEAN related activities in the country as the chair of ASEAN 2017.</p>
<b>Support to the Department of Foreign Affairs (DFA) Programmes and Projects</b>												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the support to the priorities and projects of the Department of Foreign Affairs	UNACOM	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	100,000.00	100,000.00		<p>As an attached agency to the Department of Foreign Affairs, UNACOM collaborates and supports the priorities and programmes of the department. UNACOM is also expected to have strong ties with UNIO and with the Permanent Delegate's Office.</p>
<b>Support to UNESCO Projects</b>												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the support to the priorities and projects of the UNESCO Headquarters	UNACOM	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	50,000.00	50,000.00		<p>As a National Commission to UNESCO, UNACOM is expected to wield support to the priority programmes and projects of the UNESCO Headquarters.</p>




<b>Preparation for the UNESCO 39th General Conference</b>												
	Lease of venue, meals, travel and accommodation, materials, token for commissioners/experts and incidental expenses for the preparation for the UNESCO 39th General Conference	UNACOM	Small Value Procurement			Aug-Nov-17	Aug-Nov-17	GoP	50,000.00	50,000.00		UNACOM will hold a series of meetings and consultations among its experts and commissioners to craft its position papers and policy statements for presentation to the General Conference.
<b>Committee Meetings for UNACOM Sectors</b>												
	Lease of venue, meals, travel and accommodation, materials, token for commissioners/experts and incidental expenses for the conduct of UNACOM Committee Meetings	UNACOM	Small Value Procurement			Sep-Dec-17	Sep-Dec-17	GoP	25,000.00	25,000.00		UNACOM quarterly convenes its Commissioners per sector to present progress reports and discuss possible projects.
<b>Executive Committee Meetings</b>												
	Lease of venue, meals, materials, token for commissioners/experts and incidental expenses for the conduct of UNACOM Executive Committee Meetings	UNACOM	Small Value Procurement			Oct-17	Oct-17	GoP	30,000.00	30,000.00		UNACOM convenes all the Commissioners from 5 sectors to present progress reports from all the Committee meetings and discuss possible projects to the Executive Committee.
<b>UNESCO 39th General Conference</b>												
	Meals, travel and accommodation, materials and incidental expenses for the participation of UNACOM personnel to the UNESCO 39th General Conference	UNACOM	Small Value Procurement			Oct-Nov-17	Oct-Nov-17	GoP	1,800,000.00	1,800,000.00		The General Conference determines the policies and the main lines of work of the Organization. Its duty is to set the programmes and the budget of UNESCO. It also elects the Members of the Executive Board and appoints, every four years, the Director-General.
<b>General Assembly of States Parties to the World Heritage Convention</b>												
	Meals, travel and accommodation, materials, token for the commissioners/experts and incidental expenses for the participation of UNACOM personnel to the 21st World Heritage Committee Session	UNACOM / Culture Sector	Small Value Procurement			Nov-Dec-17	Nov-Dec-17	GoP	100,000.00	100,000.00		During its session, the General Assembly determines the uniform percentage of contributions to the World Heritage Fund applicable to all States Parties and elects new members to the World Heritage Committee to replace the outgoing members.
<b>12th Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage</b>												

	Meals, travel and accommodation, materials, token for the commissioners/experts and incidental expenses for the participation of UNACOM personnel to the 12th Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage	UNACOM / Culture Sector	Small Value Procurement			Nov-Dec-17	Nov-Dec-17	GoP	500,000.00	500,000.00		The Philippines is on its second year in the Intangible Cultural Heritage Committee, having actively participated in the last session in Addis Ababa. The 12th Session will be held in Seoul, Republic of Korea on 4-8 December 2017. Prior to the session, UNACOM is tasked to convene a panel of experts with the responsibility of reviewing nominations on the Convention's three lists, the Representative List, the Urgent Safeguarding List, and the Register of Best Practices. Additionally, UNACOM is tasked to provide secretariat and technical support to the head of delegation in the Session proper.
<b>UNACOM Strategic Planning and Annual Procurement Plan (APP) Validation Activity</b>												
	Lease of venue, meals, travel and accommodation, materials and incidental expenses for the conduct of Strategic Planning and Annual Procurement Plan (APP) Validation Activity	UNACOM	Small Value Procurement			Dec-17	Dec-17	GoP	150,000.00	150,000.00		UNACOM regularly reviews and validates its priority programmes and projects through the activity. It also intends to map out other programmes and strategies not included in the initial APP submission of the Commission.
<b>UNACOM General Assembly</b>												
	Lease of venue, meals, materials, token for commissioners/experts and incidental expenses for the conduct of UNACOM General Assembly	UNACOM	Small Value Procurement			Dec-17	Dec-17	GoP	50,000.00	50,000.00		UNACOM annually convenes the Executive Committee to discuss and present the priority programmes and projects of the Commission. The Executive Committee, composed of all 5 UNESCO Sectors, is also expected to report on their accomplishments and share their insights on project development and implementation.
<b>Local Travel</b>												
	Launching of the ASEAN 2017 in the Philippines (Davao)	UNACOM	Small Value Procurement			Jan-17	Jan-17	GoP	20,000.00	20,000.00		
	Mindanao-wide Young Educators' Summit 2017 (General Santos City)	UNACOM / Education Sector	Small Value Procurement			Jan-17	Jan-17	GoP	20,000.00	20,000.00		
	Global Conference of Heads of Posts / Economic Diplomacy Familiarization Tour	UNACOM	Small Value Procurement			Jan-17	Jan-17	GoP	20,000.00	20,000.00		
<b>Foreign Travel</b>												
	Philippine Participation in the 41st Session of the World Heritage Committee (Poland)	UNACOM / Culture Sector	Small Value Procurement			Jul-17	Jul-17	GoP	300,000.00	300,000.00		
	UNESCO 39th General Conference (Paris)	UNACOM	Small Value Procurement			Nov-17	Nov-17	GoP	1,100,000.00	1,100,000.00		

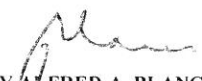


	21st World Heritage Committee Session (Paris)	UNACOM / Culture Sector	Small Value Procurement			Nov-Dec-17	Nov-Dec-17	GoP	200,000.00	200,000.00		
	12th Session of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage (Korea)	UNACOM / Culture Sector	Small Value Procurement			Dec-17	Dec-17	GoP	200,000.00	200,000.00		
<b>Others</b>												
	Supplies and Materials	UNACOM	Shopping / Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	250,000.00	250,000.00		
	Communication	UNACOM	Shopping / Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	150,000.00	150,000.00		
	Repairs and Maintenance	UNACOM	Shopping			Jan-Dec-17	Jan-Dec-17	GoP	50,000.00	50,000.00		
	Representation	UNACOM	Shopping			Jan-Dec-17	Jan-Dec-17	GoP	50,000.00	50,000.00		
	Rent	UNACOM	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	160,000.00	160,000.00		
	Subscription	UNACOM	Small Value Procurement			Jan-Dec-17	Jan-Dec-17	GoP	10,000.00	10,000.00		
<b>Total</b>									<b>11,125,000.00</b>	<b>11,125,000.00</b>		

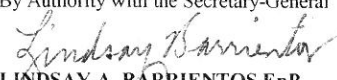
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