

UNESCO NATIONAL COMMISSION OF THE PHILIPPINES (UNACOM)

Department of Foreign Affairs, Roxas Boulevard, Pasay City

Revised Annual Procurement Plan for FY 2023

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule of Each Procurement Activity	Source of Funds	Estimated Budget			Remarks
						Total	MOOE	CO	
TRAINING AND SEMINAR EXPENSES									
Annual Procurement and Cash Planning Activity									
	Catering/meals	UNACOM	Small Value Procurement	January, June, December	GoP	5,000	5,000	0	Procurement and cash planning sessions are regularly held to map out UNACOM priority programmes, projects, and activities for the entire fiscal year. UNACOM is scheduled to conduct its initial and final APP Planning and Cash Programming Session in January and December, respectively.
	Venue/accommodation	UNACOM	Lease of Venue	January, June, December	GoP	5,000	5,000	0	
UNACOM Promotional Materials									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	5,000	5,000	0	UNACOM will produce online and printed materials to promote various UNESCO and UNACOM programmes and projects and to celebrate other UN International Days through print and digital platforms. UNACOM and partners may also tap service providers to produce these materials with the objective of raising awareness about UNESCO, UNACOM and its programmes, projects, and designated and inscribed sites. The Office will also promote resources on gender and development from UNESCO and PCW. Collaborations with experts or resource persons to come up with the appropriate content and best materials possible will also be initiated, subject to government rules and procedures.

Meetings, Executive Board Sessions, International Conferences, Monitoring Activities, and Capacity-Building Programmes involving UNESCO and its Regional Offices, National Commissions/and Meetings for UNESCO-Inscribed/Designated Sites

	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	240,000	240,000	0	Meetings, fellowships, workshops, and capacity building activities that take GAD and SDGs in consideration will be carried out among National Commissions to contribute to the effective functioning of UNESCO. This is a regular support of UNACOM to UNESCO in implementing the mandates of UNESCO, while providing a forum for the exchange of ideas among National Commissions through meetings with National Commissions and Executive Board (EB) Sessions. This May, UNACOM participated in the 216th Session of the UNESCO EB to present Philippine policy statements and inputs to various UNESCO priority areas and concerns. UNACOM will also participate in various capacity buildings and meetings for its UNESCO-designated and inscribed sites/lists. UNACOM will participate and actively contribute, and take on responsibility in ad hoc bodies to be created during Meetings of National Commissions for UNESCO. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
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Participation and Philippine representation to the 42nd session of the UNESCO General Conference

	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	October to November	GoP	1,080,000	1,080,000	0	The Biennial UNESCO General Conference (GenCon) 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. UNACOM and its partner agencies will participate and represent the Philippines to present relevant Philippine policy statements to the 42nd GenCon in November 2023. The Philippines will also attend UNESCO sessions in Education, Science and Technology, Social and Human Sciences, Culture and Communication and Information as well as the side events and meetings relevant to the Philippines. The GenCon will also serve as a venue for UNACOM to meet and update their counterparts in UNESCO and other National Commissions to strengthen global cooperation and generate potential partnerships.
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Participation to Government-led capacity-building programmes for UNACOM Personnel									
	Travel Expenses (local)	UNACOM	Small Value Procurement	January to December	GoP	60,000	60,000	0	UNACOM supports various online and on-site capacity building programmes of different government agencies and private entities to ensure continuous skills development of personnel. In 2023, UNACOM will continue to participate in both online and face-to-face trainings and capacity buildings offered by the National Government and other private institutions. In April, UNACOM participated in the 2023 PAGBA Quarterly Seminar and Meeting. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
Training Course on 5S Quality Workplace for UNACOM									
	Venue/accommodation	UNACOM	Small Value Procurement	June	GoP	34,000	34,000	0	The 5S training program is designed to introduce participants to the concept of 5S, a lean management methodology that aims to improve workplace efficiency and productivity by organizing and standardizing the workplace. The program covered the five steps of 5S: Sort, Set in Order, Shine, Standardize, and Sustain, and provided hands-on activities and real-life examples to help participants understand how to apply 5S principles in their own work environments. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

Government Procurement Training									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	2,000	2,000	0	UNACOM regularly holds a Government Procurement Training to build capacities of its Secretariat and the Members of the Bids and Awards Committee in ensuring timely and efficient implementation of the Office's programmes and projects according to the updated provisions of RA 9184 or the Procurement Law. UNACOM may tap a Resource Speaker from the pool of GPPB-accredited experts and speakers to facilitate the training.
Team-building activities for UNACOM personnel									
	Catering/Meals	UNACOM	Small Value Procurement	May	GoP	5,000	5,000	0	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. UNACOM will promote and support personnel's holistic wellness through the conduct of retreats and the engagement of mental health experts to provide coaching sessions. UNACOM will also hold art and cultural appreciation sessions for its personnel. Collaborations with experts or resource persons to come up with the appropriate team building design possible will also be initiated, subject to government rules and procedures.
	Venue/accommodation	UNACOM	Lease of Venue	May	GoP	5,000	5,000	0	
	Travel expenses (local)	UNACOM	Direct Retail Purchase / Small Value Procurement	May	GoP	5,000	5,000	0	

Support to Programmes and Projects of the Department of Foreign Affairs									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	2,000	2,000	0	As an attached agency of the Department of Foreign Affairs, UNACOM is expected to provide support and participate to relevant engagements and nation-building as well as sustainable development programmes and projects of the Department. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
Quality Management System (QMS) Manual Updating and FOI Refresher Training									
	Catering/Meals	UNACOM	Small Value Procurement	March to May	GoP	2,000	2,000	0	UNACOM will conduct a joint session for a QMS Manual Updating and FOI Refresher Training. The annual review of QMS will define and clarify policies, systems, and procedures to be adopted and implemented based on the updated government rules and regulations and continually improve the overall operations and management of UNACOM. Meanwhile, UNACOM will also hold a refresher training to enhance the capacities of the key FOI personnel in handling both internal and external information requests. Collaborations with experts or resource persons to come up with the appropriate training design possible will also be initiated, subject to government rules and procedures.

Civil Service Commission Anniversary Activities									
	UNACOM Athletic Wear	UNACOM	Small Value Procurement	August to September	GoP	22,500	22,500	0	In line with the Civil Service Commission's Anniversary celebration every month of September, UNACOM will participate and support CSC's government-wide activities in line with the Commission's thrust of promoting wellness among its personnel amidst the pandemic. Collaborations with experts or resource persons to come up with a design that will feature and promote UNESCO-inscribed sites will also be initiated, subject to government rules and procedures.
Maintenance, troubleshooting and upgrading of UNACOM Websites									
	Professional fees and Purchase of widgets for front-and back-end of UNACOM existing websites (STEP, PhilBRNet, Decade of Ocean Science/NCMS)	UNACOM	Highly Technical Consultant/Small Value Procurement	January to December	GoP	20,000	20,000	0	UNACOM will engage the services of a web developer and content manager to ensure continuous and reliable web presence of UNACOM websites through innovative maintenance and troubleshooting. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

UNESCO Clubs programmes and projects									
	Catering/Meals	UNACOM	Lease of Venue / Small Value Procurement	January to December	GoP	300,000	300,000	0	The National Coordinating Body of UNESCO Clubs in the Philippines (NCBUCP) is a global, civil society movement of students, professionals and non- governmental organizations that support UNESCO at the grassroots level. UNACOM accredits UNESCO clubs members and encourage them to be avenues for youth mentoring and peer dialogues in relation to UNESCO's work. NCBUCP and UNACOM both pursue the promotion and mainstreaming of GAD and lifelong learning, given the prioritization of UNESCO on Gender Equality and Lifelong Learning. UNACOM will support annual NCBUCP activities, events, projects, and advocacies such as the International Annual Assembly of Youth for UNESCO, where UNESCO programmes and projects are cascaded to all its members. .UNACOM also shall engage with NCBCUP on the conduct of its planning. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	435,000	435,000	0	
	Newsletter and promotional, information materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	December	GoP	50,000	50,000	0	

Associated Schools Network programmes and projects

	Catering/Meals	UNACOM	Small Value Procurement	July, October	GoP	2,000	2,000	0	<p>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. UNACOM will conduct a series of trainings for select ASPnet schools for the teaching of Media and Information Literacy based on the revised curriculum developed by UNESCO. Mobilization of and support to regional focal points will be undertaken. ASPNet related activities and production and distribution of promotional materials will be pursued at the national and regional level. Support to ASPNet coordinators' meetings, including their Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
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GENDER AND DEVELOPMENT PROGRAMMES AND PROJECTS

Capacity Building on Gender and Development

	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	200,000	200,000	0	UNACOM will conduct a series of capacity building sessions to develop the personnel's knowledge and skills in mainstreaming GAD into UNACOM programmes and projects. In February, UNACOM held a Session on Building Knowledge and Capacity in Integrating Gender and Inclusion in UNACOM's Technical and Administrative Operation and Work-Flow/Site Visit for Benchmarking on GAD Integration on Project Development. UNACOM will also conduct a community consultation with women and youth groups in a UNESCO-designated site. Given UNACOM's limited knowledge on the matter, a speaker/expert will be requested from the Philippine Commission on Women's (PCW) who would also be tasked to create a training design based on the needs as well as the level of knowledge and skills of the UNACOM team. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	200,000	200,000	0	
	Travel expenses (local)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	100,000	100,000	0	

Legacies and Standpoints: Filipino Women and Multilateralism									
	Catering/meals	UNACOM	Small Value Procurement	March	GoP	150,000	150,000	0	UNACOM, in partnership with the DFA – Office for Public Diplomacy and Culture (OPCD) and the Provincial Government of Pangasinan organized the project, Legacies and Standpoints: Filipina Women in Multilateralism last 10 – 21 March 2023 to mainly demonstrate how the contribution of Filipina in communal to global developments in domains that span across procedures and creativities. These objectives are reflected in the following components of the project: a) Legacy and Stature: The Life and Works of Geronima Tomelden-Pecson Exhibit; b) Forum on Filipina Women in Multilateralism; c) Legacy and Statement: Weaving Stanzas, Weaves in Stanzas (coincided with World Poetry Day). Researchers, writers, content proofreaders/editors, project implementers, resource persons, contributed to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	March	GoP	100,000	100,000	0	
	Travel expenses	UNACOM	Direct Retail Purchase / Small Value Procurement	March	GoP	35,000	35,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	March	GoP	45,000	45,000	0	

2023 Celebration of International Geodiversity Day									
	Catering/meals	UNACOM	Small Value Procurement	September to October		50,000	50,000		<p>The International Geodiversity Day is a worldwide celebration, bringing people together on October 6 each year, to promote the many aspects of geodiversity. International Geodiversity Day was proclaimed by UNESCO at the 41st General Conference in 2021. This 2023, UNACOM will conduct activities and projects that integrate and mainstream the ideals and principles of Gender and Development (GAD) into the celebration of Geodiversity Day. These will include workshops for women and communities on geotourism and geoproducts. This is intended to strengthen the engagement of women, youth and other marginalized sectors into the management of the newly-inscribed UNESCO Global Geopark in the Philippines -- the Bohol Island Geopark. Researchers, writers, content proofreaders/editors, project implementers, and resource persons are expected to contribute to the success of this endeavor.</p>
	Venue/accommodation	UNACOM	Small Value Procurement	September to October		120,000	120,000		
	Travel expenses	UNACOM	Small Value Procurement	September to October		120,000	120,000		

Sustainable Development Goal (SDG) 4 programmes and projects									
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	37,000	37,000	0	UNACOM coordinates and monitors initiatives of the Philippine trifocal education agencies (DepEd, CHED and TESDA) and other partners from private and public sectors in developing national indicators for Sustainable Development Goal Nos. 4 and 5. UNACOM will participate, contribute inputs, and facilitate representation of concerned focal persons and officials to related fora and meetings. UNACOM is also expected to provide inputs and recommendations to the education sector's current challenges. Researchers, writers, content proofreaders/editors, project implementers, and resource persons are expected to contribute to the success of this endeavor.

Education for Sustainable Development (ESD) and Global Citizenship Education programmes and projects									
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	320,000	320,000	0	Recognizing the increasing importance of ESD after the adoption of SDGs, UNACOM aligns with UNESCO in scaling up the promotion of the programme and mainstreaming gender in all levels of education. UNACOM will participate, contribute inputs, and facilitate representation of concerned focal persons and officials to related fora and meetings such as Subregional/Regional and Global Meetings on ESD Net for 2030 and GCED Conferences. UNACOM will continue participating in and implementing the Education for Sustainable Development and Global Citizenship Education programmes and projects.
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	Researchers, writers, content proofreaders/editors, project implementers, and resource persons, are expected to contribute to the success of this endeavor.
Awareness Raising on UNITWIN/UNICHAIR and UNESCO Prizes									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	2,000	2,000	0	UNACOM will promote and raise awareness on UNITWIN and UNICHAIR Networks to strengthen international inter-university cooperation and networking, and to enhance UNACOM and its partners' institutional capacities through knowledge sharing and collaborative work. UNACOM will also promote, disseminate and facilitate nominations/submissions for various UNESCO Prizes. Researchers, writers, content proofreaders/editors, project implementers, resource persons are expected to contribute to the success of this endeavor.

Support to Learning City related initiatives and Lifelong Learning and Mainstreaming Programmes and Projects and Futures of Education									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	20,000	20,000	0	UNACOM is expected to support the operationalization of lifelong learning in the Philippines through policy and re-orientation of existing education programmes on various aspects of lifelong learning. UNACOM will pursue mainstreaming of lifelong learning in the Philippines as well as developing and implementing initiatives including learning cities initiatives that promote the acquisition of foundational skills and lifelong learning opportunities for Filipino youths and adults. UNACOM also intends to promote available learning opportunities outside of formal education. The Office is also expected to represent the country, should the need arise, on various meetings and capacity building workshops locally and internationally. UNACOM will also extend its support to the promotion of Balanga Learning City, the first UNESCO-recognized learning city in the Philippines. Further, UNACOM will also engage relevant government agencies, universities, ASPNet, and SLTs to nominate more UNESCO Learning Cities in the Philippines. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	5,000	5,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	20,000	20,000	0	
	Promotional and informational materials (including support to Community Learning Centers (CLCs) & printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	10,000	10,000	0	
	Professional fee	UNACOM	Highly Technical Consultant / Scientific Scholarly or Artistic Work, Exclusive Technology and Media Services	January to December	GoP	139,000	139,000	0	

Man and Biosphere (MAB) Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	200,000	200,000	0	The MAB Programme is an intergovernmental scientific programme of UNESCO aiming to improve the relationships between people and their environment. This programme is implemented on the ground through the establishment of BRs. UNACOM will spearhead support to the development of new nomination dossiers and revision, updating, and printing of existing dossiers, site visits and consultation meetings to existing and aspiring BRs with the senior citizens, women, and differently-abled members of the communities, creation of MAB Youth Networks, capacity building sessions and awareness-raising seminars through publications and information and education campaign. UNACOM is also expected to create and produce content for the PhilBRNet website in partnership with the BR site managers, content writers, and creatives. UNACOM will also hold a series of webinars and roadshows with the Philippine Biosphere Reserve Network (PhilBRNet) and other BRs in the Asia Pacific Region. UNACOM will support the celebration of the International Day for BRs and the implementation of the 2023
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	200,000	200,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	250,000	250,000	0	

	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June	GoP	150,000	150,000	0	International Biodiversity Conference in partnership with the aspiring and existing BRs. UNACOM will also participate to various national, regional, and international meetings and conferences on the MAB Programme. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
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UNESCO Global Geoparks Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	25,000	25,000	0	UNACOM highlights the need to protect our geological heritage through engagement with local communities. Specifically, Geoparks engage 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 that greatly affect the vulnerable sectors of our society. UNACOM will coordinate and invite various interested parties to pursue or commit to nominating sites that are deemed with high potential given the guidelines for Geoparks. UNACOM will also drum up the promotion and awareness raising efforts for the newly-inscribed Bohol Island Global Geopark. UNACOM will also participate in capacity building programmes and regional trainings for the programme. UNACOM will conduct meetings and site inspections as requested in line with intent to become a UNESCO Geopark. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	25,000	25,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	70,000	70,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	March to May	GoP	30,000	30,000	0	

Intergovernmental Oceanographic Commission and National Committee on Marine Sciences									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	200,000	200,000	0	<p>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. The support to IOC involved the conduct of meetings/dialogues with the National Committee on Marine Sciences (NCMS) and participation to local and international IOC-related activities. UNACOM also engages women, senior citizens, and the differently-abled in dialogues and meetings to ensure that their needs and concerns will also be acknowledged through community consultations. UNACOM and the NCMS support efforts of IOC to promote Decade of Ocean Science for Sustainable Development (2021-2030). UNACOM will organize a National Kick-off Conference for the Ocean Decade during the ManaMo celebration. UNACOM is also expected to create and produce promotional materials/collaterals, and content for the NCMS website in partnership with the site managers, content writers, and creatives. Consultants/Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	230,000	230,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	250,000	250,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	150,000	150,000		
	Professional fee	UNACOM	Highly Technical Consultant / Scientific Scholarly or Artistic Work, Exclusive Technology and Media Services	January to December	GoP	840,000	840,000	0	

Other scientific programmes of UNESCO									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	5,000	5,000	0	UNACOM will support other scientific programmes of UNESCO with lifelong learning component on matters pertaining to S&T policy, water, climate change and open science. such as, but not limited to, Science and Technology Policy Asian Network (STEPAN), Alliance of Megacities for Water and Climate (MAWAC) and Open Science. UNACOM will also conduct activities to support these initiatives such as participating to global and national meetings, organizing group discussions, forge partnerships with other agencies on these areas and publish information materials, among others. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	5,000	5,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	5,000	5,000	0	

World Heritage (WH) Programme									
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	250,000	250,000	0	UNACOM participates and organizes activities related to promotion and implementation of the World Heritage Convention. UNACOM provides technical support and assistance to existing and tentative sites and properties on the World Heritage List. This entails site visits, organizing workshops, and organizing consultative meetings. In the first semester, UNACOM
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	320,000	320,000	0	organized site monitoring and courtesy calls to sites as aligned with the recent appointment of the Secretary-General. The target outcome is to update the Philippine World Heritage Tentative List, as well as assist the identified prioritized sites for onward nomination. An information campaign for natural sites will also be launched in September. For submission in Feb 2024, the candidates are Tabon Cave, Mayon Volcano, and Batanes. Also, research work will be done in collaboration with stakeholders in line with monitoring and troubleshooting functions for UNESCO designated and inscribed sites. In terms of representation, UNACOM will extend its support to the site managers for relevant meetings/fora/capacity building programmes and ensure their participation. In addition to this, UNACOM will ensure Philippine participation to the World Heritage Committee regular meetings, and other pertinent events. In terms of information dissemination, UNACOM shall also produce and distribute promotional materials about the Convention as well as those produced at the site.
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

Intangible Cultural Heritage (ICH) Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	5,000	5,000	0	UNACOM continues to support priorities, initiatives, and activities of the ICH Programme. The Office coordinates with NCCA in managing the ICH Programme in the country, including monitoring of included elements in the Lists and other potential nominations, as well as participation to meetings and events 18th session of ICH Committee in December. UNACOM may also produce updated ICH briefers and informational materials. It is also expected that UNACOM shall also promote School of Living Traditions and the expected inclusion of Pina Handloom weaving in the Lists. Invitations and activities for the 20th anniversary of the Convention from partners will also be supported. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	5,000	5,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	5,000	5,000	0	

UNESCO Creative Cities Network Programme									
	Venue/accommodation	UNACOM	Lease of venue	April to September	GoP	50,000	50,000	0	UNACOM continues to mainstream UNESCO Creative Cities Network (UCCN) in the country as well as support the Philippine Creative Cities Network which is relagated to the Creative Economy Council of the Philippines through the implementation of the Philippine Creative Industries Development Act. This year, UNACOM works with NCCA and DTI for country's nominees to the 2023 Call for Applications. UNACOM also supports the creation and implementation of the Philippine trail for UNESCO sites that will be piloted in Creative Cities of Baguio and Cebu. UNACOM also continues to extend assistance to Baguio and Cebu Creative Cities, for their grassroots-led training-workshops and major festivals, Ibagiw Festival 2023 and Cebu Design Week 2023. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	June, November	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June, November	GoP	100,000	100,000	0	

2005 Convention on the Diversity of Cultural Expressions									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June, November	GoP	1,000	1,000	0	In the context of changing administration, UNACOM readies its support for onward country's accession to the 2005 Convention on the Diversity of Cultural Expressions, in coordination with DFA, through liaising/coordinative and information dissemination functions. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
2001 Convention on the Protection of Underwater Cultural Heritage									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June and December	GoP	1,000	1,000	0	Identified as one of the key priorities of UNESCO's Culture Sector, UNACOM supports consultations and initiatives for the possible accession of the Philippines to the 2001 Convention on Protecting Underwater Cultural Heritage. It intends to engage wider stakeholders following the successful information session last December 2022. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
Other Cultural Conventions (1954 Convention on the Prohibition of Illicit Cultural Trafficking, 1970 Convention on the Protection of Cultural Properties during Armed Conflict)									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June and December	GoP	1,000	1,000	0	UNACOM intends to support activities related to interagency efforts for Philippine accession to remaining UNESCO Cultural Conventions. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

Meetings and consultations on the draft Recommendation on the Ethics of Artificial Intelligence (AI)									
	Catering/Meals	UNACOM	Small Value Procurement	April-October	GoP	2,000	2,000	0	<p>These meetings and consultations serves as the sole platform in the country to discuss and provide inputs on the very first standard setting instrument that tackles AI. Given the depth and breadth of the impact of AI in almost all facets of human life, UNESCO has embarked on developing a Recommendation on the Ethics of Artificial Intelligence to integrate a strong ethical dimension in the use of technology and AI. It aims to be an instrument that will set forth the guiding principles that will ensure the protection of human rights and the rule of law in a digital age. UNACOM will conduct meetings in order to formulate recommendations & projects that integrate strong ethical dimension in the use of technology and AI. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>

Promotion of the International Convention against Doping in Sports									
	Catering/Meals	UNACOM	Small Value Procurement	February to December	GoP	2,000	2,000	0	UNESCO strongly advocate sports as an instrument for development and peace. It is an activity disregards both geographical borders and social differences. It promotes social inclusion and economic development in different geographical, cultural and political contexts. UNACOM will continue to facilitate and carry out projects that supports the Philippines' compliance with its obligation as state-party to the International Convention against Doping in Sports. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
Knowledge exchange on concerns of Indigenous Peoples, senior citizens and persons with disabilities									
	Catering/Meals	UNACOM	Small Value Procurement	June	GoP	20,000	20,000	0	UNACOM will explore means and mechanism that will strengthen and institutionalized the Free, Prior and Informed Consent (FPIC) in the process of inscribing/enlisting sites and cultural practices in UNESCO through community consultations, site visits, and knowledge exchange with IPs, senior citizens and persons with disabilities. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	20,000	20,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value	February to December	GoP	20,000	20,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	February to December	GoP	5,000	5,000	0	
	Professional fee	UNACOM	Highly Technical Consultant / Scientific Scholarly or Artistic Work, Exclusive Technology and Media Services	October to November	GoP	5,000	5,000	0	

Memory of the World (MOW) Programme and Memory of the World Committee for Asia and the Pacific (MOWCAP)									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	150,000	150,000	0	The MOW Programme lists humanity's invaluable documents, archives and library collections, and helps preserve and protect access to recorded knowledge. UNACOM will continue to support existing MOW Registers in the Philippines. It will also participate in various local and international meetings and activities to cascade and strengthen implementation of the MOW Programme in the Philippines. This 2023, UNACOM convened the National MOW Committee to ensure experts' participation and representation in relevant MOW activities, meetings, and conferences at the local, regional, and international levels. UNACOM will host regular committee meetings to facilitate discussion for the ongoing calls for nomination at the regional and international levels. The Office will also support interregional collaborations on the Programme. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	5,000	5,000	0	

International Decade of Indigenous Languages (2022-2032)									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	5,000	5,000	0	The International Decade of Indigenous Languages (2022-2032) aims at ensuring indigenous peoples' right to preserve, revitalize and promote their languages, and mainstreaming linguistic diversity and multilingualism aspects into the sustainable development efforts. In 2023, UNACOM participated in the 2023 Conference Workshop on Indigenous Languages and the SDGs. UNACOM will also raise awareness about the importance of indigenous languages for sustainable development, peace-building and reconciliation in our societies. UNACOM will also continue to partner with relevant agencies in implementing the National Action Plan and in promoting IDIL-related programmes and projects locally and internationally. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	10,000	10,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	5,000	5,000	0	
	Professional fee	UNACOM	Highly Technical Consultant / Scientific Scholarly or Artistic Work, Exclusive Technology and Media Services	January to December	GoP	10,000	10,000	0	

International Day for Universal Access to Information 2023 Celebration									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	2,000	2,000	0	Recognizing the significance of access to information, the 74th UN General Assembly proclaimed 28 September as the International Day for Universal Access to Information (IDUAI) at the UN level in October 2019. To support the celebration of the IDUAI, UNACOM will implement projects and activities to increase public awareness and strengthen UNESCO's call towards our right and access to information. UNACOM will also promote the celebration through a collaboration with the Freedom of Information - Project Management Office. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
International Programme for the Development of Communication									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	2,000	2,000	0	The IPDC aims to mobilize the international community to discuss and promote media development in developing countries. The Programme not only provides support for media projects but also seeks an accord to secure a healthy environment for the growth of free and pluralistic media in developing countries. UNACOM is expected to support various initiatives and activities of the IPDC in line with the Philippine membership to the Intergovernmental Council and Bureau (2021-2025). UNACOM is also expected to participate and represent Philippines in the regular plenary session and extraordinary sessions as may be convened by the Council. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

Information for All Programme (IFAP) and Media and Information Literacy (MIL)									
	Catering/Meals	UNACOM	Small Value Procurement	August to September	GoP	2,000	2,000	0	The IFAP and MIL provide a platform for all the stakeholders in the knowledge societies to participate in international discussions on policy and guidelines for action in the area of access to information and knowledge. To support UNESCO's call towards media and information literacy and access to information, UNACOM will facilitate consultation meetings and organize awareness-raising seminars among women, senior citizens, differently-abled persons, students, youth organizations and media practitioners. UNACOM will also collaborate with other government agencies, academe, private sector, and UNESCO networks to strengthen campaigns against the rise of misinformation, malinformation, and disinformation. In June 2023, UNACOM will promote and support the initiatives of FOI-PMO relative to the Philippine hosting of the 14th Edition of International Conference of Information Commissioners (ICIC). Development/Publication/Dissemination of relevant materials shall be undertaken. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
TOTAL OF TRAINING, SEMINAR, GAD AND PROGRAMME EXPENSES						7,790,500	7,790,500	0	

PRINTING AND OTHER PUBLICATION EXPENSES

UNACOM Annual/Milestone Report Publication 2022

	Publication, distribution, and promotion	UNACOM	Small Value Procurement	June to November	GoP	295,000	295,000	0	UNACOM reports and promotes UNESCO advocacies, programmes, projects and activities through the publication and distribution of the Annual/Milestone Report. Reports have corresponding digital format that are published in the Official Website. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Professional fee	UNACOM	Highly Technical Consultant / Scientific Scholarly or Artistic Work, Exclusive Technology and Media Services	June to November	GoP	20,000	20,000	0	

Subtotal

315,000

315,000

0

OTHER PROCUREMENTS

	DSLR	UNACOM	Shopping	February	GoP	48,500	48,500	0	
	Philippine and United Nations Flags	UNACOM	Small Value Procurement	February to March	GoP	10,000	10,000	0	Embroidered back to back
	Steel Filing Cabinets	UNACOM	Shopping b	February to July	GoP	18,000	18,000	0	5 units
	Office chairs and sofas	UNACOM	Shopping b	February to August	GoP	131,000	131,000	0	2 sofa and chairs
	Canva Pro subscription	UNACOM	Shopping b	May to June	GoP	15,000	15,000	0	4 licenses
	Zoom licenses	UNACOM	Small Value Procurement	February to March	GoP	50,000	50,000	0	4 licenses
	Adobe Creative for Teams All apps	UNACOM	Small Value Procurement	November to December	GoP	80,000	80,000	0	4 licenses
	SJA 113 Periodic Maintenance	UNACOM	Small Value Procurement	February to December	GoP	150,000	150,000	0	1 lot
	YW3388 Periodic Maintenance	UNACOM	Small Value Procurement	February to December	GoP	150,000	150,000	0	1 lot
	Website Hosting CY 2023-2024	UNACOM	Small Value Procurement	May to June	GoP	40,000	40,000	0	1 lot

	Eco-friendly water tumblers	UNACOM	Small Value Procurement	July to August	GoP	226,000	226,000		
	Photocopier Rental CY 2024-2025	UNACOM	Small Value Procurement	November to December	GoP	130,000	130,000	0	1 lot
Subtotal						1,048,500	1,048,500	0	
Grand Total						9,154,000	9,154,000	0	

Prepared by:



MARLON A. DELOS SANTOS
BAC Secretariat

Recommended by:



GAY ALFRED A. BLANCO
BAC Chair

Approved by:



IVAN ANTHONY S. HENARES, PhD
Head of Procuring Entity