

UNESCO NATIONAL COMMISSION OF THE PHILIPPINES (UNACOM)

Department of Foreign Affairs, Roxas Boulevard, Pasay City

Indicative Annual Procurement Plan for FY 2020

Code (PAP)	Procurement Program / Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement				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	
Training and Seminar Expenses												
Annual Procurement Planning (APP) Sessions and Validation Activities for FY 2020												
	Lease of venue, accommodation, meals, and materials	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	300,000	300,000	0	Planning sessions and validation activities are regularly held to map out PH NatCom priority programmes, projects, and activities for the entire fiscal year.
Quality Management System (QMS) Manual Finalization Workshop / Freedom of Information (FOI) Manual Review												
	Lease of venue, accommodation, meals, lease of motor vehicle, and materials	UNACOM	NP-53.9 - Small Value Procurement		N/A	Feb	Feb	GoP	200,000	200,000	0	The annual review and refresher workshops will define and clarify policies, systems, and procedures to be adopted and implemented based on updated government rules and regulations and continually improve the overall operations and management of UNACOM. Tasking and timelines for deliverables to improve the Manuals will also be updated.

Indicative Annual Procurement Plan for FY 2020

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Lease of venue, accommodation, meals, and materials	UNACOM	NP-53.9 - Small Value Procurement	N/A	Jan - Dec	Jan - Dec	GoP	250,000	250,000	0	Organization- and client-focused programmes and projects will be implemented throughout the year to strengthen personnel's skills and awareness in mainstreaming GAD in UNACOM's daily work.
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UNACOM

NP-53.9 -
Small Value
Procurement

N/A

Jan - Dec

Jan - Dec

GoP

250.000

250.000

0

Organization- and client-focused programmes and projects will be implemented throughout the year to strengthen personnel's skills and awareness in mainstreaming GAD in UNACOM's daily work.

Support for Programmes and Projects for Indigenous Peoples, Senior Citizens and Differently-abled

	Lease of venue, meals, airfare, accommodation, and materials	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	100,000	100,000	0	In compliance with Section 36 of the GAA, UNACOM will strengthen its efforts in implementing programmes and projects for senior citizens and PWDs.
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UNACOM

NP-53.9 -
Small Value
Procurement

N/A

Jan - Dec

Jan - Dec

GoP

100.000

100.000

0

In compliance with Section 36 of the GAA, UNACOM will strengthen its efforts in implementing programmes and projects for senior citizens and PWDs.

Participation to Capacity Building Programmes for UNACOM Personnel (PAGBA, GACPA, and other relevant trainings for personnel)	
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Accommodation, lease of venue, meals, and local travel	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	200,000	200,000	0	UNACOM supports various capacity building programmes of different government agencies and private entities to ensure continuous skills development of personnel.
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UNACOM

NP-53.9 -
Small Value
Procurement

N/A

Jan - Dec

Jan - Dec

GoP

200.000

200.000

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UNACOM supports various capacity building programmes of different government agencies and private entities to ensure continuous skills development of personnel.

Participation and support to meetings, programmes, projects and capacity building programmes of National Commissions

	Accommodation, meals, and airfare	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	250,000	250,000	0	Meetings, fellowships, workshops, and capacity building activities will be carried out among National Commissions to contribute to the effective functioning of UNESCO by helping their staff members better understand its structure and functions, and some of the current issues relevant to the Organization, while providing a forum for the exchange of ideas among participants. UNACOM will participate and actively contribute, and take on responsibility in adhoc bodies to be created during Meetings of National Commissions for UNESCO.
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Support to organizations including youth in the promotion of programmes and projects aligned with UNESCO thrusts

	Lease of venue, meals, airfare, accommodation, and materials	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	100,000	100,000		UNACOM also supports organizations and government agencies, including youth organizations or academic institutions and other bodies that support the youth, who work towards promotion of UNESCO's thrusts and priority areas. UNACOM will participate in programmes, projects, events, fora, trainings, and meetings relative to this.
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Participation in UNESCO-supported Programmes, Projects and Activities

	Lease of venue, accommodation, meals, airfare, and materials	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	500,000	500,000		As a National Commission to UNESCO, UNACOM is expected to wield support to the priority programmes and projects of the UNESCO Headquarters and its Field Offices.
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Support to Department of Foreign Affairs' Programmes, Projects and Activities

	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	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	50,000	50,000		As an attached agency to the Department of Foreign Affairs, UNACOM collaborates and supports the priorities and programmes of the department. UN ACOM is also expected to have strong ties with UNIO and with the Permanent Delegate's Office.
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Participation to Civil Service Run 2020

	Purchase of sportswear for UNACOM personnel	UNACOM	NP-53.9 - Small Value Procurement		N/A	Sept	Sept	GoP	20,000	20,000	0	UNACOM will join the Annual Civil Service Run for civil servants & officers serving in statutory boards, institutions of higher learning, government-aided schools and corporatized/privatized organizations. This is in line with the government's thrust of promoting wellness among its personnel.
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Memory of the World (MOW) Programme and Memory of the World Committee for Asia and the Pacific (MOWCAP)

	Lease of venue, accommodation, meals, airfare, and materials	Communication and Information	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	50,000	50,000	0	The Philippines is a member of the Intergovernmental Council for the Information for All (IFAP) Programme. Activities related to the IFAP Programme may include participation in or implementation of activities related to freedom of information as well as attendance to annual IGC meetings in Paris, France, sponsoring meetings or sending representatives to local or international events.
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Participation and support to Management and Social Transformation (MOST) Programme

	Lease of venue, accommodation, meals, airfare, and materials	Social and Human Sciences	NP-53.9 - Small Value Procurement		N/A	Feb - Sept	Feb - Sept	GoP	250,000	250,000	0	The Philippines is expected to be active in promoting social science research and policy in line with its MOST commitment. Researchers/writers/resource persons/project assistants like UP Center for Integrative Studies are expected to play a role in the sustainability of this endeavor.
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The Filipino Youth and Violent Extremism

	Lease of venue, accommodation, meals, and materials	Social and Human Sciences	NP-53.9 - Small Value Procurement		N/A	Aug	Aug	GoP	500,000	500,000	0	UNESCO is mobilizing its member countries and National Commissions to take effective actions, both online and offline, to prevent and respond to violent extremism and radicalization. Outcomes of this forum will be cascaded and shared with relevant institutions and offices.
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Participation and support to Sustainable Development Goals (SDGs) and Global Citizenship for Education (GCED)

	Lease of venue, meals, local travel, airfare, and materials	Education / Lifelong Learning	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	700,000	700,000	0	UNACOM will coordinate and monitor initiatives of the nation's three education agencies (DepEd, CHED and TESDA) to develop national indicators for Sustainable Development Goal No. 4. It also enjoins programmes and projects on Global Citizenship Education both locally and internationally. UNACOM will participate, contribute inputs, and facilitate representation of concerned focal persons and officials to related fora and meetings. An International Summit on GCED is also expected to be implemented.
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Support to Associated Schools Network (ASPNet) Programmes and Projects

	Lease of venue, meals, local travel, airfare, and materials	Education / Lifelong Learning	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	200,000	200,000	0	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 participate and facilitate representation of relevant educational institutions and officials to relevant ASPNet fora and meetings .
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Support to National Association Clubs of the Philippines (NAUCP) Programmes and Projects

	Lease of venue, meals, materials, and printing	Education	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	200,000	200,000	0	<p>NAUCP is a global, civil society movement of students, professionals and non-governmental organizations that support UNESCO at the grass-roots level.</p> <p>UNACOM will accredit UNESCO clubs and encourage 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 Annual Assembly of Youth for UNESCO where UNESCO programmes and projects are cascaded to all its members. The assembly is held every September. UNACOM will also support the printing of promotional materials for NAUCP.</p>
Participation and support to Lifelong Learning, Programmes, Projects and Meetings												

	Lease of venue, accommodation, airfare, meals, and materials	Lifelong Learning	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	500,000	500,000	0	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. UNACOM will also ensure provision of counterpart funds from SEA CLLSD to Education for Sustainable Development Programme, GCED, and ASPNet.
Participation and support to UNESCO World Heritage Programme and to the existing and tentative sites/properties on the WH List												

Lease of venue, accommodation, meals, materials and airfare	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	400,000	400,000	0	UNACOM will provide technical support and assistance to existing and tentative sites and properties on the World Heritage List. Experts and concerned UNACOM personnel will ensure coordination with relevant sites stakeholders in drafting the State of Conservation Report. UNACOM will also extend support for the representation of the site managers to relevant meetings or fora. Researchers/writers/resource persons/project assistants play a role in the success of the Programme's endeavors.
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Promotional Exhibition of UNESCO-designated sites and Intangible Cultural Heritage Inscriptions in the Philippines

Lease of venue, accommodation, meals, transportation, Production / purchase of audio-visual materials, and other relevant materials	Culture	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	500,000	500,000	0	UNACOM will forge partnerships to pool audio-visual materials that will be part of the exhibition showcasing UNESCO-designated sites and Intangible Cultural Heritage Inscriptions. Curators/writers/resource persons/project assistants will play a role in the success of the Project's endeavors.
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Participation and support to UNESCO Intangible Cultural Heritage Programme

	Meals, airfare, and materials	Culture	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	200,000	200,000	0	UNACOM is expected to support the activities of ICH Programme. The Office may also join NCCA in community visits and consultations and provide assistance in the nomination process.
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Participation and support to UNESCO Creative Cities Network

	Lease of venue, accommodation, meals, and airfare	Culture	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	100,000	100,000	0	The UNESCO Creative Cities Network (UCCN), launched in 2004, aims to provide an avenue for cooperation and collaboration for cities of States Parties who have recognized creativity as a strategic factor of sustainable development as regards their socio-economic, cultural, and environmental aspects. UNACOM will support various activities of existing (Baguio) and aspiring cities in the Philippines.
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Participation and support to Man and Biosphere (MAB) Programme and to the existing and tentative Biosphere Reserves (BRs) in the Philippines

	Lease of venue, accommodation, meals, airfare, and materials	Science and Technology	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	400,000	400,000	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. The support to Man and Biosphere Programme involved the conduct of meetings, dialogues, field visits, publications and information and education campaign, and technical assistance to the site managers or stakeholders of existing and aspiring BRs in the Philippines. UNACOM and its designated partners or focal persons/coordinators will participate in local and international MAB-related activities.
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Participation and support to Global Geoparks Programme

	Lease of venue, accommodation, meals, airfare, and materials	Science and Technology	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	200,000	200,000	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. 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 participate in capacity building programmes and regional trainings for the programme.
Participation and support to Intergovernmental Oceanographic Council (IOC) Programmes and Projects												

Lease of venue, accommodation, meals, airfare, and materials	Science and Technology	NP-53.9 - Small Value Procurement		N/A	Feb - Dec	Feb - Dec	GoP	500,000	500,000	0	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 is expected to support programmes and projects for the UN Decade of Ocean Science for Sustainable Development in coordination with NCMS.
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2020 UNESCO Fellowship Program for National Commissions

Lease of venue, accommodation, meals, airfare, and materials	UNACOM	NP-53.9 - Small Value Procurement		N/A	Jan - Dec	Jan - Dec	GoP	700,000	700,000	0	In 2020, UNACOM is expected to host the 2020 UNESCO Fellowship Program for National Commissions. The fellowship aims to foster cooperation and strengthen networking opportunities among National Commissions.
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UNACOM Promotional Materials

Production / purchase of audio-visual materials, and other relevant materials	UNACOM	NP-53.9 - Small Value Procurement	N/A	Jan - Dec	Jan - Dec	GoP	500,000	500,000	0	UNACOM will forge partnerships to pool inputs that will be part of the audiovisual projects, publication or giveaways to promote UNACOM and UNESCO programmes and projects. Collaboration with experts or resource persons in the field to come up with the best materials possible will also be initiated, subject to government rules and procedures.
TRAININGS, PROJECTS AND AIRFARE SUBTOTAL							8,370,000	8,370,000	0	
Printing and other publication expenses										
Preparation and Publication of Annual Report 2019										
Printing, meals, and souvenir expense for the copy-editors for UNACOM Annual Report	UNACOM	NP-53.9 - Small Value Procurement	N/A	Jan - Dec	Jan - Dec	GoP	500,000	500,000	0	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. Researchers, writers, project implementers are expected to contribute to the success of this endeavor.
PRINTING AND OTHER PUBLICATION SUBTOTAL							500,000	500,000	0	
GRAND TOTAL							8,870,000	8,870,000	0	

Prepared by:



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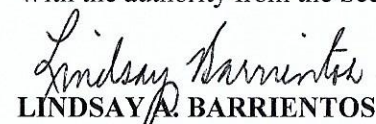
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