




NOTICE OF AWARD

05 May 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Annual Procurement Plan for CY 2014, the Department of Foreign Affairs is awarding the procurement for the lease of one (1) photocopying machine for the hosting of the 10<sup>th</sup> Special Senior Officials Meeting on Culture and Arts (SOMCA) and 15<sup>th</sup> Meeting of the ASEAN Sub-Committee on Culture (SCC) on 03-06 June 2014 to your firm, **U-BIX Corporation**, in the amount of *Twenty-One Thousand Two Hundred Pesos (Php 21,200.00)*, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

  
**LINGLINGAY F. LACANLALE**  
Undersecretary for Administration  
and Head of the Procuring Entity

**MR. ROBERT C. GASPAR**  
Assistant Manager  
U-BIX CORPORATION  
1344 Angono St.  
Makati City

*Rec'd MHA  
rulp  
19 June 2014*




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1344 Angono St.  
Makati City

Sr. Sp. Asst. N. Servigon	
BAC Chairman E.D. Austria-Garcia	
BAC Vice-Chairman J.V.Chan-Gonzaga	
BAC Members: E.C. Yulo	
G.P. Abiog	
G.B. Musor	
B.T. L. Santos	
End-User Representative:	
Asst. Sec. L.T. Cruz	14 May
BAC Secretariat:	
Head - A.O. Vallespin	
A. De Asis-Del Mundo	
S.P. Toledo	
G.C. Fernandez	



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Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number2592435

Procuring EntityDEPARTMENT OF FOREIGN AFFAIRS - MAIN

TitleLease of One (1) Photocopying Machine for the ASEAN Committee on Culture and Info (COCI), SCC and SOMCC

Area of DeliveryMetro Manila

Solicitation Number:	BAC-103-2014	Status	Closed
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Office Equipment	Date Published	25/03/2014
Approved Budget for the Contract:	PHP 60,000.00	Last Updated / Time	25/03/2014 00:00 AM
Delivery Period:	6 Day/s	Closing Date / Time	01/04/2014 00:00 AM
Client Agency:			
Contact Person:	Sherwin Toledo Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344621 bac.secretariat@dfa.gov.ph		
Description			
Requirements:			
- with automatic document feeder			
- with delivery, installation and pull-out of item			
- with operator/technician assigned at the entire event			

Created bySherwin Toledo

Date Created24/03/2014

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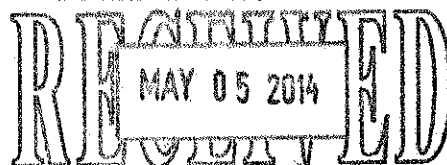
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## MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE

FROM :

LUIS T. CRUZ  
Assistant Secretary

SUBJECT :

Request for issuance of DFA Bids and Awards Committee (BAC) resolution for the rental of photocopying machine to be used at the hosting of the 10<sup>th</sup> Special Senior Official's Meeting on Culture and Arts (SOMCA) and 15<sup>th</sup> Meeting of the ASEAN Sub-Committee on Culture (SCC) to be held on 03-06 June 2014 at the Dusit Thani Hotel, Makati City

DATE : 30 April 2014

ASEAN would like to request the DFA Bids and Awards Committee for the issuance of a resolution on the rental of photocopying machine to be used at the hosting of the subject meetings on 03-06 June 2014 (exclusive of arrival and departure of delegates) at the Dusit Thani Hotel, Makati City.

Funding for this activity is chargeable against ASEAN's savings for 2013 and the International Commitment Fund (ICF) for 2014.

Following is a comparative summary of the attached quotations:

COMPANY NAME	PARTICULARS	AMOUNT (in Php)
U-BIX Corporation	Fixed Rental inclusive of VAT with free 10,000 copies Rate in excess of 10,000 copies –P1.75 per copy (inclusive of VAT) Inclusive of one in-house technician/operator Inclusive of installation/delivery charge Send bill	21,200.00
E Copy Corporation	Fixed minimum billing inclusive of VAT with minimum copy volume of 10,000 copies Straight rate at P2.00 per copy per unit Inclusive of Operator/technician	24,000.00
Canon Marketing (Phil.), Inc.	Minimum copy charge, free 10,000 copies inclusive of VAT Rate per copy P2.50 (in excess of 10,000 copies)	25,000.00
National Enterprise	Daily rental P5,000.00 x 5 days =P30,000.00 (includes machine rental, consumables, Labor operator) Paper not included in the package Terms of Payment: Cash on Delivery (COD)	30,000.00

Early receipt of the BAC's positive response on this matter would be highly appreciated.

MATRIX ON RENTAL OF PHOTOCOPYING MACHINE

COMPANY NAME	PARTICULARS	AMOUNT (in Php)
U-BIX Corporation	Fixed Rental inclusive of VAT with free 10,000 copies Rate in excess of 10,000 copies –P1.75 per copy (inclusive of VAT) Inclusive of one in-house technician/operator Inclusive of installation/delivery charge Send bill	21,200.00
E Copy Corporation	Fixed minimum billing inclusive of VAT with minimum copy volume of 10,000 copies Straight rate at P2.00 per copy per unit Inclusive of Operator/technician	24,000.00
Canon Marketing (Phil.), Inc.	Minimum copy charge, free 10,000 copies inclusive of VAT Rate per copy P2.50 (in excess of 10,000 copies)	25,000.00
National Enterprise	Daily rental P5,000.00 x 5 days =P30,000.00 (includes machine rental, consumables, Labor operator) Paper not included in the package Terms of Payment: Cash on Delivery (COD)	30,000.00



April 29, 2014

**MR. LUIS T. CRUZ**  
**OFFICE OF ASEAN AFFAIRS**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Boulevard, Pasay City

Dear Mr. Luis:

We are glad to inform you that we will accommodate your request for temporary rental arrangement of U-bix copying machine on June 3-6, 2014 for the 15<sup>th</sup> meeting of the ASEAN Committee on Culture and Information (COCI), Sub-Committee on Culture (SCC) and meeting of the Senior Official for Culture and Arts (SOMCA).

Hereunder are our terms and conditions:

**1. Number of Unit and machine model**

One (1) Konica Minolta Bizhub 501/362/423

- ✓ 50/36/42 Copies/Print Per Minute
- ✓ With Automatic Document Feeder

**2. Rental Rates:**

**Fixed Rental for the machines: P21,200.00 (VAT INCLUSIVE)**  
**(With FREE 10,000 copies )**

Rate in excess of 10,000 copies shall be **P1.75 per copy (VAT Inclusive)**

Inclusive of One In-house Technician/Key Operator

Inclusive of Installation/Delivery Charge

**Schedule of In-house Technician/Key Operator:**

- June 3, 2014(Tuesday) – 8:00a.m-5:00p.m
- June 4, 2014(Wednesday) – 8:00a.m-5:00p.m
- June 5, 2014(Thursday) – 8:00a.m-5:00p.m
- June 6, 2014(Friday) – 8:00a.m-5:00p.m

**Note: Please see attached ANNEX A for Key Operator/Technician overtime rates to be billed separately.**

3. To ensure smooth delivery and pull-out of the units, please ensure that your assigned personnel authorized to receive/release the machine in the above-mentioned area are present during the schedule date and time.

**U-BIX CORPORATION**

1344 Angono Street, Makati City  
1200 Manila, Philippines  
Tel. No.: (632) 897-6819  
Fax No.: (632) 897-6805  
www.ubix.com.ph




4. In the event that installation or pull-out of the unit will be beyond 5:00 pm, overtime work rendered by our Installation Engineer, driver and helper will be charge to you accordingly. In case of cancellation with less than 24-hours notice, **OFFICE OF ASEAN AFFAIRS** (*the User*) shall be charge of the incurred expenses.
5. **OFFICE OF ASEAN AFFAIRS** (*The User*) shall take care of the U-BIX machine/s. Any damage to the machine due to improper operation of authorized person or during relocation or loss shall be charged to, and paid for by User the corresponding amount of machine.

If you are agreeable with the above terms kindly signify your conformity by signing on the space provided below. Please send this by return FAX **890-7510**

Thank you very much for your trust and confidence in us.

Very truly yours



**ROBERT C. GASPAR**  
Asst. Manager  
(02)897-6819/890-6442  
(0922)8324152

**Conforme** : \_\_\_\_\_  
(Print name & Sign)

**DATE** : \_\_\_\_\_





## ANNEX A

April 29, 2014

**MR. LUIS T. CRUZ**  
**OFFICE OF ASEAN AFFAIRS**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Boulevard, Pasay City

Dear Mr. Luis:

Good Day! We are pleased to **submit our quotation** for a **Temporary Key Operator**. Hereunder is our formal quotation for your approval.

Daily Rate without VAT	P652.91/day
Monthly Rate (x 22 days) without 12% VAT	P14,304.06
with 12% VAT	P16,020.55
Overtime Rates are as follows: (VAT Exclusive)	
Regular Rate per hour (without ECOLA)	P81.61/hr
Regular Overtime (x 1.25) per hour	P102.02/hr
Sundays and Holidays (x 1.30) per hour	P106.10/hr
Legal Holidays (x 2.50) per hour	P204.03/hr.
Night Differential – Regular rate /hr (x1.43) (between 10pm-6am)	P113.56/hr
(All rates are exclusive of 12% VAT)	

**The Key Operator assigned to you will do the following duties and responsibilities:**

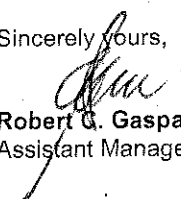
1. He will maintain the U-BIX machine installed in your office. This includes cleaning of the machine, consumable replacement and trouble shooting so that good copies are produced at all times.
2. He will ensure that all copying requirement are met on time.
3. He will be reporting from 8:00 AM to 5:00 PM (can be adjusted to suit your working hours) from Monday to Friday, Saturday or any overtime work shall likewise be charged based on the above rates.

If you are agreeable with the above propositions, please signify your conformity on the space provided below and fax it back at **890-7510**.

If you need further assistance regarding this matter, please do not hesitate to call us at **897-6819**.

Thank you very much for the trust and confidence in us.

Sincerely yours,

  
**Robert G. Gaspar**  
Assistant Manager

CONFORME : \_\_\_\_\_  
(Print & Sign)  
DATE : \_\_\_\_\_

### **U-BIX CORPORATION**

1344 Angono Street, Makati City  
1200 Manila, Philippines  
Tel. No.: (632) 897-6819  
Fax No.: (632) 897-6805  
www.ubix.com.ph





April 29, 2014

**DEPARTMENT OF FOREIGN AFFAIRS**  
*Roxas Boulevard, Pasay City*

Dear *Sir/Madam*:

In behalf of E-Copy Corporation, we thank you for the opportunity in allowing us to submit our rental scheme on the SHARP Copier for your kind consideration and favorable approval as follows:

**PROPOSED SYSTEM:**

**Straight Rate at P2.00 per copy per unit**  
**Inclusive of VAT**  
**FIXED MINIMUM BILLING OF P24,000.00**  
**VAT Inclusive**  
**Minimum Copy Volume of 10,000 copies**  
**Inclusive of Operator/Technician**

**SHARP COPIER SERVICE AND SUPPLIES AGREEMENT (SCSSA)**

This basically cover unlimited service and emergency call (8:00 AM – 4:00 PM), Full parts replacement, periodic preventive maintenance and supply of consumables like Drum, Toner, Developer beads, etc. EXCEPT copy paper.

We are certain that **DEPARTMENT OF FOREIGN AFFAIRS** will realize the benefits our E-Copy machines can give in satisfying your photocopying requirements.

Thank You.

Very Truly Yours,

**Ramil Suarez**  
Business Dev't Assistant



April 29, 2014

DEPARTMENT OF FOREIGN AFFAIRS  
Roxas Boulevard, Pasay City

Dear Sir:

*Greetings from CANON Marketing (Philippines), Inc.*

Thank you very much for giving us an opportunity to offer our products and service.

**RATES:**

**Minimum Copy Charge of P 25,000.00**

**FREE 10,000 copies**

**Rate per copy: P 2.50 per copy (in excess of 10,000 copies)**

**Inclusive of VAT**

Should you need additional information and/or clarification, please feel free to get in touch with us .

We sincerely look forward to receiving your valued order.

Thank you very much.

Very truly yours,

  
**RIONA VALDEZ**  
Sales Consultant

Noted by:

  
**NOREEN RAMOS**  
Sales Supervisor

RISO COPIER PRINTER OFFICE MACHINES  
ALL CONSUMABLES PARTS &  
PRINTING EQUIPMENTS



**TOM P. CAMATA**  
SALES EXECUTIVE

OFFICE ADDRESS: 2462 Legarda St., Sampaloc, Manila  
TEL. NO.: (02) 734-0093 703-5873  
MOBILE: 0948-6350934  
EMAIL: tomcamata@yahoo.com

**. ENTERPRISE**

impaloc, Manila  
93 Mobile. No.: 09464856988 09197079000  
i-944-090

DE  
FOREIGN AFFAIRS,  
-MAIN  
2330 Roxa blvd  
Pasay City

To: SHERWIN TOLEDO,  
SECRETARIAT

In line with our desire to assist your office in the production of your various office documents at very minimal cost-the fast and efficient way, we hereby propose a Copier Digital Outright Purchase Plan as follows:

OUR OFFER LEASE OF DSM 818 COPIER MACHINE FOR 6 DAYS	
MACHINE MODEL	GESTETNER 818
DAILY RENTAL CHARGE	Php 5,000 (Includes machine Rental/Consumables/Labor Operator)
DELIVERY/PULL OPUT OF ITEM	FREE OF CHARGE
TOTAL LEASE	Php 30,000

NOTE: PAPER NOT INCLUDED IN THE PACKAGE

NOTE: IF THE PRINT OUT HAS ONLY 1 OUTLINE, WE CAN PROVIDE RISOGRAPH MACHINE FOR VOLUME PRINT OUTS.

**TERMS OF PAYMENT:**

Cash on Delivery (C.O.D.)

**PRICE VALIDITY:**

The above offer is valid with in thirty (7) days from the date of this proposal, or while machine stock lasts.

NOTE: MACHINE AVAILABILITY AS OF THE MOMENT-2UNITS.

**NECESSITY OF THE MACHINE TO THE SCHOOL/OFFICE**

The copier machine can easily print materials such as:

- |                |                    |               |                    |
|----------------|--------------------|---------------|--------------------|
| *Announcements | *Desk Pads         | *Handouts     | *Reviewers         |
| *Blue Books    | *Envelopes         | *Letterheads  | *Requisition Slips |
| *Books         | *Enrollment Forms  | *Memo Pads    | *Summary           |
| *Bulletins     | *Evaluation Sheets | * News Letter | *Test Papers       |

**PhilGEPS**

Philippine Government Electronic Procurement System

[Help](#)**Bid Notice Abstract****Request for Quotation (RFQ)**

**Reference Number** 2592435  
**Procuring Entity** DEPARTMENT OF FOREIGN AFFAIRS - MAIN  
**Title** Lease of One (1) Photocopying Machine for the ASEAN Committee on Culture and Info (COCI), SCC and SOMCC  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BAC-103-2014	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9).	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Office Equipment	<b>Date Published</b>	25/03/2014
<b>Approved Budget for the Contract:</b>	PHP 60,000.00	<b>Last Updated / Time</b>	25/03/2014 00:00 AM
<b>Delivery Period:</b>	6 Day/s	<b>Closing Date / Time</b>	01/04/2014 00:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Sherwin Toledo Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344621 bac.secretariat@dfa.gov.ph		
<b>Description</b>  Requirements: <ul style="list-style-type: none"><li>- with automatic document feeder</li><li>- with delivery, installation and pull-out of item</li><li>- with operator/technician assigned at the entire event</li></ul>			

**Created by** Sherwin Toledo  
**Date Created** 24/03/2014

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**OFFICE OF ASEAN AFFAIRS**  
**INTERNATIONAL COMMITMENT FUND**  
**Budget Proposal**

**A. Description of the Meeting**

Conference Title : 10<sup>th</sup> Senior Officials Meeting for Culture and Arts (SOMCA)

Date and Place : June 2014, Philippines

**B. Legal Basis**

ASEAN Member States (AMS) promote cooperation in culture to help build ASEAN identity. They seek to promote ASEAN awareness and a sense of community, and preserve and promote ASEAN cultural heritage. ASEAN Leaders envision ASEAN as a community of caring societies, conscious of its ties of history, aware of its cultural heritage and bound by a common regional identity.

One of the main bodies in ASEAN cooperation in culture is the ASEAN Committee on Culture and Information (COCI). Established in 1978, its mission is to encourage cooperation in culture and information which could enhance mutual understanding and solidarity among AMS. It is mandated to promote better understanding and appreciation of ASEAN cultures not only among ASEAN countries in the international community.

The Senior Officials Meeting for Culture and Arts (SOMCA) discusses the future priorities of culture and arts, and reviews its working mechanisms.

During the 47<sup>th</sup> ASEAN COCI in Viet Nam in 2012, the ASEAN SOM Leaders for Culture and Arts agreed to hold a special (9<sup>th</sup>) SOMCA back-to-back with the 14<sup>th</sup> SCC Meeting in Myanmar in order to take up important policy directions and priorities of SOMCA. Subsequently, during the 14<sup>th</sup> ASEAN SCC, it was agreed that the 15<sup>th</sup> ASEAN SCC Meeting to be held in the Philippines in 2014 will be held back-to-back with a Special (10<sup>th</sup>) ASEAN SOMCA Meeting.

This ICF Budget Proposal is being submitted to cover additional costs for the Special (10<sup>th</sup>) ASEAN SOMCA Meeting that were not anticipated for the original 15<sup>th</sup> ASEAN SCC Meeting, specifically, the courtesy hotel accommodations and car courtesies for the SOM Leaders and SOMCA Meeting's costs. Thus, there is a need for the Philippines as Host Country to allocate funds to cover the accommodations of the heads of delegations to the 10<sup>th</sup> ASEAN SOMCA and actual meeting/conference expenses.

**C. Justification on Alignment with the Key Result Areas (KRA) of the President's Social Contract with the Filipino People**

The goals and thrusts and undertakings cited in the Declaration on ASEAN Unity in Cultural Diversity: Toward Strengthening ASEAN Community 2011, signed on 17 November 2011 at the sidelines of the 19<sup>th</sup> ASEAN Summit in Bali, Indonesia, provides concrete bases of the alignment with the key result areas of the said Social Contract.

1. Human Development (Poverty Reduction and Empowerment of the Poor and Vulnerable)

The Declaration cited the importance of ASEAN Socio-Cultural Community's goal of realizing an ASEAN Community that is people-centered and socially responsible with a view to achieving enduring solidarity and unity among the nations and peoples of ASEAN by forging a common identity and building a caring and sharing society which is inclusive and harmonious where the well-being, livelihood, and welfare of the peoples are enhanced.

The Declaration also states that AMS will actively pursue areas of cooperation in human resource capacity-building on preserving and protection of cultural heritage and achievements through documentation, workshops, seminars, trainings, exchange of experts, grass-root people to people exchanges, youth camps, cultural study tours, sharing of best practices for improving the level of knowledge and experience within AMS.

## **2. Economic Development (Rapid, Inclusive and Sustained Economic Growth)**

In the Declaration, the AMS affirmed the enhancement of cultural creativity and industry, as follows:

- Promote regional cooperation and partnership for wider ASEAN markets in the cultural industry
- Encourage the government and private sectors to assist in the development of Small and Medium-sized Cultural Enterprises (SMCEs)
- Optimize appropriate use of tangible and intangible cultural assets for economic growth and poverty alleviation.
- Advocate the protection, promotion and enforcement of intellectual property rights (IPR) and communal rights of cultural products, consistent with their respective international obligations with the view to promote cultural creativity and industry.
- Encourage a conducive business environment by sharing information, knowledge and experience in both public and private sectors.
- Support and promote the quality of cultural industry products for commercialization in domestic and international markets.

## **3. Integrity of the environment and climate change adaptation and mitigation**

The Declaration states that AMS will pursue cooperation with other ASEAN sectoral bodies in the utilization and promotion of culture, in areas such as disaster management and humanitarian assistance, environmental protection, promotion of biodiversity, education, and sports.

### **D. Expected Outcome/s**

- Discussion on the future priorities of culture and arts
- Review of SOMCA working mechanisms
- Consideration and adoption of the Meeting Report

### **E. Post-Conference Output Integration Plan (PCOIP)**

- Report of the Meeting

## F. Participation

### 1. Number of Stay/Days

Activities	Days
Arrival, Registration, Head of Delegation (HOD) Meeting, Welcome Dinner	1
Meeting Proper, Cultural Tour, Farewell Dinner	2
Departure	1
<b>Total</b>	<b>4</b>

### 2. Participating Delegations

Participants	Total
Two (2) officials from each of ASEAN Member States (except PH)	18
Two (2) ASEAN Secretariat Representatives	2
Philippine Delegation (Minimum)	5
<b>Total</b>	<b>25</b>

### 3. Substantive and Administrative Secretariat

Secretariat	Total
One (1) Head, Substantive	1
Two (2) Assistants, Substantive	2
Two (2) Rapporteurs	2
One (1) Administrative Officer	1
One (1) Special Disbursing Officer (SDO)	1
Two (2) Registration Officers	2
Two (2) Conference Officers	2
Two (2) Documentation Officers	2
Three (3) Physical Arrangement Team	3
Ten (10) Liaison Officers	10
Four (4) Protocol Officers	4
One (1) Transportation/Property and Supplies Officer	1
Two (2) Technical/MIS Support	2
<b>Total</b>	<b>33</b>

## G. Program of Activities (Notional)

### Day 1

am-pm	Arrival of Delegates from ASEAN Member States and Representatives from the ASEAN Secretariat, Jakarta
3:00 pm – 6:30 pm	Registration
7:00 pm	Working Dinner

### Day 2

8:00 am – 9:00 am	Registration
9:00 am – 10:45 am	Welcome Ceremony Photo Opportunity Coffee Break
10:45 am – 12:00 nn	Closed Session (continuation)
12:00 nn – 1:30 pm	Lunch
1:30 pm – 3:30 pm	Coffee Break
3:30 pm – 5:00 pm	Closed Session (continuation)



6:30 pm

Welcome Dinner

**Day 3**

9:00 am – 10:30 am

Closed Session

10:30 am – 10:45 am

Coffee Break

10:45 am – 12:30 pm

Closed Session (continuation)

12:30 pm – 2:00 pm

Lunch

2:00 pm – 5:00

Closed Session (continuation)

Free time

**Day 4**

am-pm

Departure of Delegates

**H. Projected Expenditures****1. Accommodation**

Delegation	Cost/Room (Approximate)	No. of Days/Nights	Total
AMS Delegates	10 Deluxe rooms x 8,000	3	240,000
ASEAN Secretariat	1 Deluxe room x 8,000	3	24,000
PH Secretariat	8 Triple-sharing rooms x 6,000	3	144,000
Liaison Officers	4 Triple-sharing rooms x 6,000	3	72,000
<b>Sub-Total</b>			<b>462,000</b>

**2. Meals**

Meal Requirement	Cost/Per Meal (Approximate)	No. of Pax	Total in PhP
One (1) Working Dinner Meeting	PhP 1,800/pax	30	54,000
One (1) Welcome Dinner	PhP 2,500/pax	50	125,000
Buffet Luncheons and AM/PM Snacks	PhP 2,500/pax x 2 days	50	250,000
Dinner for PH Secretariat and Liaison Officers	PhP 400/pax x 2 days	33	26,400
			<b>Sub-Total 455,400</b>

**3. Transportation**

Transportation Requirements	Cost in PhP/Vehicle (Approximate)	No. of Days	Amount in PhP
Nine (9) cars for the Heads of the Delegation	11,000 x 9	2	198,000
Two (2) passenger vans for the Delegates and PH Secretariat (ingress	8,000 x 2	4	64,000

and egress)			
One (1) bus (to be used for the Cultural Tour)	25,000 x 1	2	50,000
<b>Sub-Total</b>			<b>312,000</b>

#### 4. Equipment and Supplies

Projected Expenditure	Budget (Approximate)	Total
Rental of one (1) photocopier	PhP 60,0000 min. of 60,000 copies	60,000
Supplies and Printing of Meeting Materials (conference bags, envelopes, sign pens, folders, stationary pads, invitation cards, invitation envelopes, IDs, etc.)	PhP 180,000	210,600
<b>Sub-Total</b>		<b>270,600</b>

#### 5. Summary of Projected Expenditures

1. Accommodation	462,000
2. Meals	455,400
3. Transportation	312,000
4. Equipment and Supplies	270,600
<b>GRAND TOTAL</b>	<b>1,500,000</b>

#### Work Programme

Date	Event
February-March 2014	<ul style="list-style-type: none"> <li>- Hold preparatory meetings on substantive and administrative arrangements</li> <li>- Ocular inspection of prospective meeting venues</li> <li>- Prepare drafts for: 1) Programme of Activities 2) Provisional Agenda and circulate to AMS for inputs/comments</li> <li>- Closely coordinate with COCI member agencies - NCCA and CCP</li> </ul>
April-May 2014	<ul style="list-style-type: none"> <li>- Finalize venue, hotel accommodations and other administrative requirements</li> <li>- Finalize Programme of Activities and Provisional Agenda and other relevant meeting documents</li> <li>- Send registration forms and other relevant documents to AMS</li> <li>- Prepare document kits and IDs</li> </ul>
June 2014	<ul style="list-style-type: none"> <li>- Meeting proper</li> </ul>

**OFFICE OF ASEAN AFFAIRS**  
**INTERNATIONAL COMMITMENT FUND**  
**Budget Proposal**

**A. Description of the Meeting**

Conference Title : **15<sup>th</sup> Meeting of the ASEAN Committee on Culture and Information (COCI) Sub-Committee on Culture (SCC)**  
Date and Place : **July 2014, Philippines**

**B. Legal Basis**

The ASEAN Committee on Culture and Information (COCI) was organized in 1978 to encourage cooperation in culture and information which could enhance mutual understanding and solidarity among ASEAN Member States (AMS). It was also mandated to promote better understanding and appreciation of ASEAN cultures not only among ASEAN countries but also in the international community.

The current structure of ASEAN COCI provides for separate meetings of two Sub-Committees: Sub-Committee on Culture (SCC) and Sub-Committee on Information (SCI), which are held annually and attended by technical staff and coordinators from the ten (10) AMS and representatives from the ASEAN Secretariat. The meeting reports on the status and progress of ASEAN COCI projects, reviews projects proposals and endorses proposals to the ASEAN COCI. The two meetings are hosted on rotational basis and are jointly funded from by ASEAN Cultural Fund (ACF) and the host country.

It is the turn of the Philippines to host the 15<sup>th</sup> Meeting of the ASEAN-COCI SCC in 2014 with the venue to be determined later. Myanmar is host of the 14<sup>th</sup> ASEAN-COCI SCC Meeting in 2013.

**C. Justification on Alignment with the Key Result Areas (KRA) of the President's Social Contract with the Filipino People**

The goals and thrusts and undertakings cited in the *Declaration on ASEAN Unity in Cultural Diversity: Toward Strengthening ASEAN Community 2011* signed on 17 November 2011 at the sidelines of the 19th ASEAN Summit in Bali, Indonesia, provides concrete bases of the alignment with the key result areas of the said Social Contract.

**1. Human Development (Poverty Reduction and Empowerment of the Poor and Vulnerable)**

The Declaration cited the importance of ASEAN Socio-Cultural Community's goal of realizing an ASEAN Community that is people-centered and socially responsible with a view to achieving enduring solidarity and unity among the nations and peoples of ASEAN by forging a common identity and building a caring and sharing society which is inclusive and harmonious where the well-being, livelihood, and welfare of the peoples are enhanced.

The Declaration also states that AMS will actively pursue areas of cooperation in human resource capacity-building on preserving and protection of cultural heritage and achievements through documentation, workshops, seminars, trainings, exchange of experts, grass-root people to people exchanges, youth camps, cultural study tours, sharing of best practices for improving the level of knowledge and experience within AMS.

## 2. Economic Development (Rapid, Inclusive and Sustained Economic Growth)

In the Declaration, the AMS affirmed the enhancement of cultural creativity and industry, as follows:

- Promote regional cooperation and partnership for wider ASEAN markets in the cultural industry.
- Encourage the government and private sectors to assist in the development of Small and Medium-sized Cultural Enterprises (SMCEs).
- Optimize appropriate use of tangible and intangible cultural assets for economic growth and poverty alleviation.
- Advocate the protection, promotion and enforcement of intellectual property rights (IPR) and communal rights of cultural products, consistent with their respective international obligations with the view to promote cultural creativity and industry.
- Encourage a conducive business environment by sharing information, knowledge and experience in both public and private sectors.
- Support and promote the quality of cultural industry products for commercialization in domestic and international markets.

## 3. Integrity of the environment and climate change adaptation and mitigation

The Declaration states that AMS will pursue cooperation with other ASEAN sectoral bodies in the utilization and promotion of culture, in areas such as disaster management and humanitarian assistance, environmental protection, promotion of biodiversity, education, and sports.

## D. Expected Outcomes

- Review of uncompleted projects of ASEAN COCI under Sub-Committee on Culture
- Review and consideration of project proposals endorsed by the previous Meeting of ASEAN-COCI SCC
- Review status of culture projects / project proposals with Dialogue Partners and the ASEAN Plus Three (APT)
- Consideration and adoption of the Meeting Report.

## E. Post-Conference Output Integration Plan (PCOIP)

- Recommendation of appropriate projects/programs/activities for submission and endorsement to the ASEAN-COCI
- Report of the Meeting

## F. Participation

### 1. Number of Stay/Days

Activities	Days
Arrival, Registration, Heads of Delegation (HOD) Meeting, Welcome Dinner	1
Meeting Proper, Cultural Tour, Farewell Dinner	2
Departure	1
<b>Total</b>	<b>4</b>

### 2. Participating Delegations

Participants	Total
Two (2) officials from each of ASEAN Member States (except PH)	18
Two (2) ASEAN Secretariat Representatives	2
Philippine Delegation (Minimum)	6
<b>Total</b>	<b>26</b>

### 3. Substantive and Administrative Secretariat

Secretariat	Total
One (1) Head, Substantive	1
Two (2) Assistants, Substantive	2
Two (2) Rapporteurs	2
One (1) Administrative Officer	1
One (1) Special Disbursing Officer (SDO)	1
Two (2) Registration Officers	2
Two (2) Documentation Officers	2
Two (2) Conference Officers	2
Two (2) Physical Arrangement Team	2
Four (4) Protocol Officers	4
One (1) Transportation/Property and Supplies Officer	1
One (1) Technical/MIS Support	1
<b>TOTAL</b>	<b>22</b>

## G. Program of Activities (Notional)

### Day 1

Representatives from the ASEAN Secretariat, Jakarta  
 3:00 p.m. – 6:30 pm Registration  
 7:00 p.m. Working Dinner

Arrival of Delegates from ASEAN Member States and  
 Registration  
 Working Dinner

### Day 2

8:00 a.m. – 9:00 a.m.  
 9:00 a.m. – 10:30 a.m.  
 10:30 a.m. – 10:45 a.m.  
 10:45 a.m. – 12:00 noon  
 12:00 p.m. – 1:30 p.m.

Registration  
 SCC Meeting  
 Coffee Break  
 SCC Meeting (continuation)  
 Lunch

1:30 p.m. – 3:30 p.m.

3:40 p.m. – 3:55 p.m.

3:55 p.m. – 5:00 p.m.

6:30 p.m.

SCC Meeting (continuation)  
Photo Opportunity (before the Coffee Break)  
Coffee Break  
SCC Meeting (continuation)  
Welcome Dinner

**Day 3**

9:00 a.m. – 10:30 a.m.

10:30 a.m. – 10:45 a.m.

10:45 a.m. – 12:00 noon

12:00 p.m. – 1:30 p.m.

PM

SCC Meeting  
Coffee Break  
SCC Meeting (continuation)  
Lunch  
Cultural Tour and Dinner

Departure of Delegates

**Day 4**

**H. Projected Expenditures**

1. Accommodation (Note: Since this is a technical/working group meeting, delegation heads pay for their own hotel rooms.)

Delegations	Cost/Room (Approx)	No. of Days	Total
PH Secretariat Rooms (Admin and Substantive)	8 Triple-sharing Rooms x 6,000.00	3	192,000.00
Total			192,000.00

2. Rental of Function Rooms

Delegations	Cost/Room (Approx)	No. of Days	Total
Meeting Room for 30-40 pax	150,000	2	300,000.00
TOTAL			300,000.00

3. Transportation

Transportation Requirements	Cost (Approx)	No. of Days	Amount in PHP
Two (2) passenger vans for the Delegates	10,000 x 2 vans	3	60,000.00
One (1) passenger van for ingress/ egress	10,000	3	30,000.00
Sub-Total			90,000.00

4. Meals

Meal Requirement	Cost/per meal (Approx)	No. of Pax	Total
One (1) Working Dinner Meeting	P1,500.00/pax	30	45,000.00
One (1) Welcome Dinner	P2,200.00/pax	50	110,000.00
One (1) Farewell Dinner	P1,500.00/pax	50	75,000.00
Buffet Luncheons and AM/PM Snacks	P1,900/pax x 2 days	50	190,000.00
Dinner for PH Secretariat Members	P400.00/pax x 2 days	22	17,600.00
<b>Total</b>			<b>437,400.00</b>

5. Miscellaneous Expenses

Projected Expenditures	Budget	Total
Preparatory Activities (meetings, snacks, transportation, communication, supplies, ocular inspections)	50,000.00	50,000.00
Office Supplies (folders, papers, pens, IDs, etc)	50,000.00	50,000.00
Printing of Meeting Materials (stationary pads, report cover, invitation cards, bag tags, IDs, etc)	30,000.00	30,000.00
Rental of the following equipment: One (1) heavy duty photocopier	P60,000 min. of 60,000 copies	60,000.00
Two (2) LCD Projector	P9,000.00 x 2 x 2 days	36,000.00
Internet Connection	2,000.00 x 1 unit x 2 days	4,000.00
Conference Secretariat's Cellphone Cards at P200/pax	200/pax x 22	4,400.00
Souvenirs for the delegates	1,000 x 20 pax	20,000.00
Back Drop	10,000	10,000.00
<b>Total</b>		<b>264,400.00</b>

5. Summary of Projected Expenses

1. Accommodations	192,000.00
2. Function Room Rental	300,000.00
3. Transportation	90,000.00
4. Meals	437,400.00
5. Miscellaneous Expenses	264,400.00
<b>TOTAL:</b>	<b>1,283,800.00</b>

Php

# Work Programme

Date	Event
March-April 2014	<ul style="list-style-type: none"> <li>• Hold preparatory meetings on substantive and administrative arrangements</li> <li>• Finalize date of the meeting</li> <li>• Ocular inspection of prospective meeting venues</li> <li>• Prepare drafts for: a) Program of Activities b) Provisional Agenda and circulate to AMS for inputs/comments</li> <li>• Closely coordinate with ASEAN-COCI member agencies – NCCA and CCP</li> </ul>
May-June 2014	<ul style="list-style-type: none"> <li>• Finalize venue, hotel accommodations and other administrative requirements</li> <li>• Finalize Program of Activities and Provisional Agenda and other relevant meeting documents</li> <li>• Closely coordinate with ASEAN-COCI member agencies – NCCA and CCP</li> <li>• Closely coordinate with AMS regarding business and administrative arrangements and identify the names of the participants including flight details</li> <li>• Send registration forms and other relevant documents to AMS</li> </ul>
July 2014	<ul style="list-style-type: none"> <li>• Coordinate with AMS regarding flight details of their respective representatives</li> <li>• Hold coordination meeting with NCCA and CCP and finalize meeting documents</li> <li>• Prepare document kits and IDs</li> <li>• Meeting proper</li> </ul>



**The 15<sup>th</sup> Meeting of ASEAN Sub-Committee on Culture (SCC)**  
**and**  
**10<sup>th</sup> Senior Officials Meeting on Culture and the Arts (SOMCA)**  
**2-7 June 2014, Manila, Philippines**

**TENTATIVE PROGRAMME**

**Day 1: 2 June 2014**

*Arrival of Delegates of SOMCA*

1900 – 1930	SOMCA HOD Meeting (AMS HOD+1, ASEC)
1930 – 2130	Dinner

**Day 2: 3 June 2014**

*Arrival of Delegates of SCC*

0930 – 1000	OPENING CEREMONY OF SOMCA <ul style="list-style-type: none"><li>- ASEAN Anthem by Hail Mary the Queen Choir</li><li>- Welcome Address by Chairman of NCCA</li><li>- Welcome Address by Chairman of ASEAN-COCI National Secretariat, Philippines</li><li>- Cultural Performance by Hail Mary the Queen Choir</li><li>- Group photo</li></ul>
1000 – 1030	- Refreshment
1030 – 1230	- SOMCA Plenary Meeting
1230 – 1400	- Lunch
1400 – 1530	- SOMCA Plenary Meeting
1530 – 1545	- Coffee break
1545 – 1800	- SOMCA Plenary Meeting
1800 – 2000	- SCC HOD Meeting
2000 – 2200	- Welcome Dinner (Cultural Performance by Bayanihan) - <i>Delmar</i>

**Day 3: 4 June 2014**

- 0800 – 1200 - SOMCA Plenary Meeting (Recommendation and Adoption of the Report)
- 0900 – 1030 - OPENING CEREMONY OF SCC  
- ASEAN Anthem  
- Welcome Message from the Philippine SCC HOD  
- Picture Taking
- 1030 – 1045 - Coffee Break
- 1045 – 1230 - SCC Plenary Meeting
- 1230 – 1400 - Lunch
- 1230 – onwards - Cultural Tour of SOMCA
- 1400 – 1530 - SCC Plenary Meeting
- 1530 – 1600 - Coffee Break
- 1600 – 1730 - SCC Plenary Meeting
- 1900 – onwards - Fellowship Dinner  
*Mass singing - 6:00 + 6:30*

**Day 4: 5 June 2014**

*Departure of SOMCA Delegates*

- 0900 – 1030 - SCC Plenary Meeting
- 1030 – 1045 - Coffee Break
- 1045 - 1230 - SCC Plenary Meeting
- 1230 – 1400 - Lunch
- 1400 – 1530 - SCC Plenary Meeting
- 1530 – 1600 - Coffee Break
- 1600 – 1730 - SCC Plenary and Adoption of the Report
- 1730 – onwards - Dinner *at Venue*

**Day 5: 6 June 2014**

*Cultural Tour (Laguna / Quezon)*

**Day 6: 7 June 2014**

*Departure of SCC Delegates*



## OFFICE OF ASEAN AFFAIRS

## MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

THROUGH : The Assistant Secretary, OFM *DM*

FROM : *LUIS T. CRUZ*  
Assistant Secretary

SUBJECT : Request for Approval to host the 15<sup>th</sup> Meeting of the ASEAN Committee on Culture and Information (COCI) Sub Committee on Culture (SCC) and Meeting of the Senior Officials for Culture and Arts (SOMCA)

DATE : 19 March 2014

ASEAN respectfully requests the Undersecretary's approval to host the above conference to be held on 3-6 June 2014 (exclusive of arrival and departure). Funding for the hosting is chargeable against the International Commitment Fund (ICF) for 2014 for COCI-SCC and ASEAN's saving for 2013 for the SOMCA.

One of the main bodies in ASEAN cooperation in culture is the ASEAN Committee on Culture and Information (COCI). Established in 1978, its mission is to encourage cooperation in culture and information which could enhance mutual understanding and solidarity among AMS. It is mandated to promote better understanding and appreciation of ASEAN cultures not only among ASEAN countries in the international community.

During the 47<sup>th</sup> ASEAN COCI in Viet Nam in 2012, the ASEAN SOM Leaders for Culture and Arts agreed to hold a special (9<sup>th</sup>) SOMCA back-to-back with the 14<sup>th</sup> SCC Meeting in Myanmar in order to take up important policy directions and priorities of SOMCA. Subsequently, during the 14<sup>th</sup> ASEAN SCC, it was agreed that the 15<sup>th</sup> ASEAN SCC Meeting to be held in the Philippines in 2014 will be held back-to-back with a Special (10<sup>th</sup>) ASEAN SOMCA Meeting.

Attached is copy of the budget estimate, legal basis, Program of Activities for the said conference.

For the Undersecretary's consideration and approval.

☒ APPROVED

☐ DISAPPROVED

*L. Lacanlale*  
LINGLINGAY F. LACANLALE

CERTIFIED TRUE COPY  
CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

01 APR 2014  
*L. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR



Kagawaran ng Ugatayang Panlabas

Department of Foreign Affairs

OFFICE OF ASEAN AFFAIRS

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

THROUGH : The Assistant Secretary, OFM *hny*

FROM : LUIS T. CRUZ  
Assistant Secretary *help*

SUBJECT : Request for Approval to host the 15<sup>th</sup> Meeting of the ASEAN Committee on Culture and Information (COCI) Sub Committee on Culture (SCC) and Meeting of the Senior Officials for Culture and Arts (SOMCA)

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Attached is copy of the budget estimate, legal basis, Program of Activities for the said conference.

For the Undersecretary's consideration and approval.

☒ APPROVED

☐ DISAPPROVED

LINGLINGAY F. LACANLALE

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CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

01 APR 2014

LORRAINE M. ESPIRITU  
ACTING DIRECTOR



OFFICE OF ASEAN AFFAIRS

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

THROUGH : THE ASSISTANT SECRETARY, OFM

FROM :

*Mr. L. T. Cruz*  
LUIS T. CRUZ  
Assistant Secretary

SUBJECT :

Budget Proposal for the PH hosting of the 10<sup>th</sup> Senior  
Officials Meeting for Culture and Arts (SOMCA), 02-07 June  
2014, Manila

DATE :

18 March 2014

ASEAN respectfully requests OFM's approval of the attached budget proposal for the Philippine hosting of the 10<sup>th</sup> Senior Officials Meeting for Culture and Arts (SOMCA) to be held on 02-07 June 2014 in Manila, chargeable against ASEAN's 2013 savings.

The 10<sup>th</sup> SOMCA was agreed upon by the ASEAN SOMCA Leaders during the 9<sup>th</sup> SOMCA in Hue, Viet Nam in April 2013.

It will be held back-to-back with the 15<sup>th</sup> ASEAN Committee on Culture and Information (COCI) Sub-Committee on Culture (SCC) and will discuss the future priorities of culture and arts, and review its working mechanisms.

This budget proposal is being submitted to cover additional cost for the hosting of the 10<sup>th</sup> SOMCA Meeting which was not factored in the budget proposal for the 15<sup>th</sup> ASEAN SCC which has received funding under the ICF for 2014. The proposed budget will cover courtesy hotel accommodation and transportation for SOMCA Leaders as well as Meeting costs.

For the Undersecretary's consideration.

Chargeable against ASEAN's  
MOOE, subject to existing  
accounting and auditing rules and  
regulations.

☒ APPROVED [ ] DISAPPROVED

*L. Lacanlale*  
LINGLINGAY F. LACANLALE  
Undersecretary for Administration

CERTIFIED TRUE COPY  
CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

21 MAR 2014  
*L. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR



OFFICE OF ASEAN AFFAIRS

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

THROUGH : THE ASSISTANT SECRETARY, OFM *Li*

FROM : *Luis T. Cruz*  
LUIS T. CRUZ  
Assistant Secretary

SUBJECT : Budget Proposal for the PH hosting of the 10<sup>th</sup> Senior  
Officials Meeting for Culture and Arts (SOMCA), 02-07 June  
2014, Manila

DATE : 10 March 2014

ASEAN respectfully requests OFM's approval of the attached budget proposal for the Philippine hosting of the 10<sup>th</sup> Senior Officials Meeting for Culture and Arts (SOMCA) to be held on 02-07 June 2014 in Manila, chargeable against ASEAN's 2013 savings.

The 10<sup>th</sup> SOMCA was agreed upon by the ASEAN SOMCA Leaders during the 9<sup>th</sup> SOMCA in Hue, Viet Nam in April 2013.

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This budget proposal is being submitted to cover additional cost for the hosting of the 10<sup>th</sup> SOMCA Meeting which was not factored in the budget proposal for the 15<sup>th</sup> ASEAN SCC which has received funding under the ICF for 2014. The proposed budget will cover courtesy hotel accommodation and transportation for SOMCA Leaders as well as Meeting costs.

For the Undersecretary's consideration.

☒ APPROVED ☐ DISAPPROVED

*Linglingay F. Lacanlale*  
LINGLINGAY F. LACANLALE  
Undersecretary for Administration

Chargeable against ASEAN's MOOE,  
subject to existing accounting and auditing  
rules and regulations.

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CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

21 MAR 2014  
*Lorraine M. Espiritu*  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
MALACAÑANG, MANILA

**ACKNOWLEDGEMENT RECEIPT**

The **Department of Budget and Management** hereby acknowledges the receipt of your letter/request which has been uploaded to the DBM-Document Management System and routed to the appropriate office/s with the following information:

Document Title: DFA-OFM-REQUEST FOR SARO & NCA P1,284,000.00 TO COVER THE HOSTING OF THE 15TH MEETING OF THE ASEAN COCI SCC FROM 05 TO 06 JUNE 2014

Document Reference No: 2014-BC-008963

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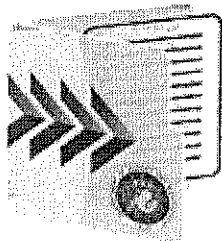
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## OFFICE OF ASEAN AFFAIRS

## MEMORANDUM FOR THE UNDERSECRETARY, OUA

THROUGH : THE ASSISTANT SECRETARY, OFM 187

FROM : **LUIS T. CRUZ**  
Assistant Secretary

SUBJECT : **Proposal for the Use of ASEAN's 2013 Allotment Balance**

DATE : 3 March 2014

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DEPARTMENT OF FOREIGN AFFAIRS

31 MAR 2014

**LORRAINE M. ESPIRITU**  
ACTING DIRECTOR

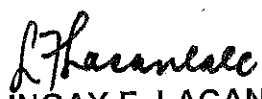
Per the Budget Meeting of 04 February 2014 at CMOAS, 2/F DFA, wherein offices were informed that the 2013 allotment balance can be used until 31 December 2014 pursuant to the National Budget Circular No. 551, ASEAN is pleased to submit its initial proposal for the use of its 2013 allotment balance. Below is the summary of the proposal:

ASEAN's 2013 Allotment Balance: PhP 11,157,045.86		
Particulars/Activities	Amount	Justification
ASEAN Awareness Campaign (Cebu City, Tuguegarao, Ilocos Sur, Iloilo and Bacolod City, Puerto Princesa, Cagayan de Oro City, Butuan City)  (See attached Annex A)	Php 335,750.00	This series of activities were programmed in 2013 but were postponed due to Typhoon Yolanda. These activities are aimed at: 1) discussing and finalizing the MOAs on ASEAN Awareness Program with the Regional Development Councils (RDCs) of 7 provinces/cities; and 2) discussing and promoting ASEAN awareness with universities, students, and the general public
Special 10th SOM on Culture and Arts (Special SOMCA)  (See attached Annex B)	1,500,000.00	The 10 <sup>th</sup> SOMCA was called for and agreed upon by the SOMCA Leaders during the 9 <sup>th</sup> SOMCA in Vietnam in April 2013. Additional costs were not anticipated for the 15 <sup>th</sup> ASEAN SCC Meeting specifically the courtesy hotel accommodations and car courtesies. Thus, there is a need for PHL as Host Country to allocate funds to cover the accommodations of the heads of delegations as well as actual conference/meeting expenses.
Meetings of the High Level Task Force on Strengthening the ASEAN Secretariat and Reviewing the ASEAN organs  (See attached Annex C)	900,450.00	At the 20 <sup>th</sup> ASEAN Summit, the Leaders tasked the Senior Officials and the CPR, with the guidance of the ASEAN Coordinating Council (ACC), to work closely with the Secretary-General of ASEAN in its efforts to realize the strengthening of the ASEAN Secretariat. In this respect, ASEAN Member States endorsed the creation of a High Level Task Force (HLTF) at the 11 <sup>th</sup> meeting of the ACC on 17 <sup>th</sup> November 2012 in Cambodia. The HLTF is made up of representatives from the ASEAN Sectoral Ministerial Bodies and will make short and long term recommendations. Five meetings will be convened for 2014.

ASEAN and Dialogue Partners' Head of Missions' interaction with 52 PH government agencies. @ PhP 1000/ pax @ 100 pax	100,000.00	Cocktail dinner for the Heads of Mission of 10 Dialogue Partners and 10 ASEAN Member States to facilitate their interaction with the Heads of the 52 PH government agencies.
Lease of 10 desktops @ PhP 80,000/unit	800,000.00	ASEAN has, at present, a complement of 30 officers and staff. However, the office has only 25 working desktop computers. For each personnel to efficiently carry out their tasks, ASEAN has to procure five (5) additional desktop computers the five (5) personnel. Another five (5) need to be procured for use during international meetings hosted by PHL and also to replace old ones.
Lease of Adobe Professional @ PhP 20,000/ unit	20,000.00	For software upgrading purposes, as prescribed/suggested by MIS.
Lease of 25 steel filing cabinets @ PhP 12,000/ unit	300,000.00	Five (5) steel filing cabinets will be allocated for each of ASEAN's five (5) divisions for new filing of new documents.
Lease of 7 tablets @ PhP 30,000/ unit	210,000.00	Seven (7) tablets will be assigned for the ff. personnel: Assistant Secretary, Executive Director, 5 Division Heads. This will minimize the need for voluminous print outs required for essential readings.
Lease of 7 slim laptops @ PhP 120,000/ unit	840,000.00	Seven (7) slim laptops will be assigned for the ff. personnel: Assistant Secretary, Executive Director, 5 Division Heads. This will facilitate the transportability of laptops for use during presentations at international meetings/conferences.
Lease of 2 DSLR cameras @ PhP 125,000/ unit	250,000.00	ASEAN has no official camera for use during official functions/ events. The proposed procurement of 2 DLSR cameras will facilitate ASEAN's documentation work especially during PH-hosted events that require immediate report submissions.
Lease of 6 external hard drives @ PhP 4,000/ unit	24,000.00	ASEAN has only allocated one (1) external hard drive per division. An additional external hard drive will be needed by each of the 5 divisions plus administrative division for the routine document back up.
Lease of 3 portable printers @ PhP 25,000/ unit	75,000.00	ASEAN has only one (1) portable printer used and brought along by ASEAN Philidel during all foreign official functions/events. The additional 3 portable printers will be needed to accommodate simultaneous foreign meetings and allow backups in case of breakdown.
Lease of fax machine @ PhP 10,000/ unit	10,000.00	ASEAN's alternate fax machine is broken.
Lease of 7 laser pointers @ PhP 1,500/ unit	10,500	Seven laser pointers for use by the 5 divisions, Assistant Secretary, and Executive Director during presentations in meetings.
<b>Total PhP 5,375,700.00</b>		

For the Undersecretary's consideration.

( ☒ ) Approved ( ☐ ) Disapproved

  
**LINGLINGAY F. LACANLALE**  
Undersecretary for Administration

Enclosure/s: As stated.

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**CENTRAL RECORDS DIVISION**  
**DEPARTMENT OF FOREIGN AFFAIRS**

**31 MAR 2014**

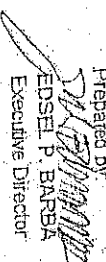
  
**LORRAINE M. ESPIRITU**  
ACTING DIRECTOR

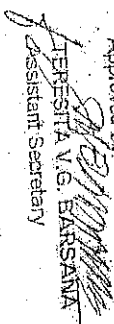
DEPARTMENT OF FOREIGN AFFAIRS  
Schedule of Travelling Expenses for 2014 - LOCAL TRAVELS  
(Amounts in Pesos)

Office : OFFICE OF ASEAN AFFAIRS

Destination	Purpose of Travel	Duration of No. of Frequ Days	No. of Days	TOTAL PER DIEMS				Plane Fare	Pre- departure Allowance	Total Cost
				Meals/Service Allowance	Actual Hotel Allowance	Incidental Allowance				
Cebu City	Meet with Regional Devt Council (RDC) to finalize MOA on ASEAN Awareness Program and meet with universities	3	1	3,750.00	20,000.00	1,000.00		17,500.00	2,000.00	42,250.00
Tuguegarao	Meet with RDC, universities, and the public for ASEAN Awareness Program*	3	1	1,750.00	20,000.00	1,000.00		20,000.00	2,000.00	42,250.00
Ilocos Sur	Meet with RDC and universities for ASEAN Awareness Program*	3	1	1,750.00	20,000.00	1,000.00		17,500.00	2,000.00	42,250.00
Iloilo and Bacolod	Meet with RDC and universities for ASEAN Awareness Program*	5	1	1,750.00	20,000.00	1,000.00		20,000.00	2,000.00	42,250.00
Puerto Princesa	Meet with RDC and universities for ASEAN Awareness Program*	5	1	1,750.00	20,000.00	1,000.00		17,500.00	2,000.00	42,250.00
Cagayan de Oro City	Meet with RDC and universities for ASEAN Awareness Program*	3	1	1,750.00	20,000.00	1,000.00		35,000.00	2,000.00	59,750.00
Butuan City	Meet with RDC and universities for ASEAN Awareness Program*	3	1	1,750.00	20,000.00	1,000.00		35,000.00	2,000.00	59,750.00
TOTAL IN PESOS				12,250.00	140,000.00	7,000.00		162,500.00	14,000.00	336,750.00

\*This program was started in 2012 with the first meeting with RDC Cebu and meeting with agencies and universities in Davao City and Legazpi City.  
In 2013 and 2014, the program will include more and TV personalities to get the public's attention on ASEAN.

Prepared by  
  
EDSEL P. BARBA  
Executive Director

Approved by  
  
TERESITA V.G. BARSANA  
Assistant Secretary

Meetings of the High Level Task Force on Strengthening the ASEAN Secretariat and Reviewing the ASEAN Organs

Destination	Purpose of Travel	Duration of Travel		No. of Pax	UNDP Daily Rate (USD)	Hotel Allowance %	Per Diems			Representation Allowance*	Fare	Pre-departure Allowance	Total Cost
		No. of days	Frequency of Meetings				Meals / Services Allowance	Hotel Allowance	Incidental Allowance				
Myanmar	Meetings of the High Level Task Force	5	5	2	196.00	66.00%	1,739.40	8,251.00	1,159.60	1,500.00	7,000.00	360.00	20,010.00
(USD 1= PHP 45) <u>PHP 900,450.00</u>													

Draft Work Plan

Meeting	Date and Venue	Expected Outcomes
1 1 <sup>st</sup> HLTF	March 2014, Yangon, Myanmar	a) Draft ROP of the HLTF; b) Identify ASEAN Organs to be reviewed; c) Formulate and agree on the timeline for meetings and prepare regular progress report to ACC; d) Decide on Chairmanship of HLTF
2 2 <sup>nd</sup> HLTF	May 2014, ASEAN city	a) Roles and functions of ASEAN Organs; b) Identify the needs of the ASEAN Secretariat, CPR, and the National Secretariats
3 3 <sup>rd</sup> HLTF	July 2014, ASEAN city	a) Engagement with stakeholders--- Consultations with CPR, ASEAN Secretary-General, ASEAN Secretariat, Dialogue Partners
4 4 <sup>th</sup> HLTF	September 2014, ASEAN city	a) Review the work process between the ASEAN Secretariat and ASEAN Organs or among the ASEAN Organs
5 5 <sup>th</sup> HLTF	October 2014, Nay Pyi Taw, Myanmar	a) Draft the final report with recommendations to be submitted to the 15 <sup>th</sup> ACC Meeting; b) Consultations with SOM

**OFFICE OF ASEAN AFFAIRS**  
**INTERNATIONAL COMMITMENT FUND**  
 Budget Proposal

**A. Description of the Meeting**

Conference Title : 10<sup>th</sup> Senior Officials Meeting for Culture and Arts (SOMCA)

Date and Place : June 2014, Philippines

**B. Legal Basis**

ASEAN Member States (AMS) promote cooperation in culture to help build ASEAN identity. They seek to promote ASEAN awareness and a sense of community, and preserve and promote ASEAN cultural heritage. ASEAN Leaders envision ASEAN as a community of caring societies, conscious of its ties of history, aware of its cultural heritage and bound by a common regional identity.

One of the main bodies in ASEAN cooperation in culture is the ASEAN Committee on Culture and Information (COCI). Established in 1978, its mission is to encourage cooperation in culture and information which could enhance mutual understanding and solidarity among AMS. It is mandated to promote better understanding and appreciation of ASEAN cultures not only among ASEAN countries in the international community.

The Senior Officials Meeting for Culture and Arts (SOMCA) discusses the future priorities of culture and arts, and reviews its working mechanisms.

During the 27<sup>th</sup> ASEAN COCI in Viet Nam in 2012, the ASEAN SOM Leaders for Culture and Arts agreed to hold a special (9<sup>th</sup>) SOMCA back-to-back with the 14<sup>th</sup> SCC Meeting in Myanmar in order to take up important policy directions and priorities of SOMCA. Subsequently, during the 14<sup>th</sup> ASEAN SCC, it was agreed that the 15<sup>th</sup> ASEAN SCC Meeting to be held in the Philippines in 2014 will be held back-to-back with a Special (10<sup>th</sup>) ASEAN SOMCA Meeting.

This ICF Budget Proposal is being submitted to cover additional costs for the Special (10<sup>th</sup>) ASEAN SOMCA Meeting that were not anticipated for the original 15<sup>th</sup> ASEAN SCC Meeting, specifically, the courtesy hotel accommodations and car courtesies for the SOM Leaders and SOMCA Meeting's costs. Thus, there is a need for the Philippines as Host Country to allocate funds to cover the accommodations of the heads of delegations to the 10<sup>th</sup> ASEAN SOMCA and actual meeting/conference expenses.

**C. Justification on Alignment with the Key Result Areas (KRA) of the President's Social Contract with the Filipino People**

The goals and thrusts and undertakings cited in the Declaration on ASEAN Unity in Cultural Diversity: Toward Strengthening ASEAN Community 2011 signed on 17 November 2011 at the sidelines of the 19<sup>th</sup> ASEAN Summit in Bali, Indonesia, provides concrete bases of the alignment with the key result areas of the said Social Contract.

1. Human Development (Poverty Reduction and Empowerment of the Poor and Vulnerable)

The Declaration cited the importance of ASEAN Socio-Cultural Community's goal of realizing an ASEAN Community that is people-centered and socially responsible with a view to achieving enduring solidarity and unity among the nations and peoples of ASEAN by forging a common identity and building a caring and sharing society which is inclusive and harmonious where the well-being, livelihood, and welfare of the peoples are enhanced.

The Declaration also states that AMS will actively pursue areas of cooperation in human resource capacity-building on preserving and protection of cultural heritage and achievements through documentation, workshops, seminars, trainings, exchange of experts, grass-root people to people exchanges, youth camps, cultural study tours, sharing of best practices for improving the level of knowledge and experience within AMS.

## **2. Economic Development (Rapid, Inclusive and Sustained Economic Growth)**

In the Declaration, the AMS affirmed the enhancement of cultural creativity and industry, as follows:

- Promote regional cooperation and partnership for wider ASEAN markets in the cultural industry
- Encourage the government and private sectors to assist in the development of Small and Medium-sized Cultural Enterprises (SMCEs)
- Optimize appropriate use of tangible and intangible cultural assets for economic growth and poverty alleviation.
- Advocate the protection, promotion and enforcement of intellectual property rights (IPR) and communal rights of cultural products, consistent with their respective international obligations with the view to promote cultural creativity and industry.
- Encourage a conducive business environment by sharing information, knowledge and experience in both public and private sectors.
- Support and promote the quality of cultural industry products for commercialization in domestic and international markets.

## **3. Integrity of the environment and climate change adaptation and mitigation**

The Declaration states that AMS will pursue cooperation with other ASEAN sectoral bodies in the utilization and promotion of culture, in areas such as disaster management and humanitarian assistance, environmental protection, promotion of biodiversity, education, and sports.

### **D. Expected Outcome/s**

- Discussion on the future priorities of culture and arts
- Review of SOMCA working mechanisms
- Consideration and adoption of the Meeting Report

### **E. Post-Conference Output Integration Plan (PCOIP)**

- Report of the Meeting

## F. Participation

### 1. Number of Stay/Days

Activities	Days
Arrival, Registration, Head of Delegation (HOD) Meeting, Welcome Dinner	1
Meeting Proper, Cultural Tour, Farewell Dinner	2
Departure	1
<b>Total</b>	<b>4</b>

### 2. Participating Delegations

Participants	Total
Two (2) officials from each of ASEAN Member States (except PH)	18
Two (2) ASEAN Secretariat Representatives	2
Philippine Delegation (Minimum)	5
<b>Total</b>	<b>25</b>

### 3. Substantive and Administrative Secretariat

Secretariat	Total
One (1) Head, Substantive	1
Two (2) Assistants, Substantive	2
Two (2) Rapporteurs	2
One (1) Administrative Officer	1
One (1) Special Disbursing Officer (SDO)	1
Two (2) Registration Officers	2
Two (2) Conference Officers	2
Two (2) Documentation Officers	2
Three (3) Physical Arrangement Team	3
Ten (10) Liaison Officers	10
Four (4) Protocol Officers	4
One (1) Transportation/Property and Supplies Officer	1
Two (2) Technical/MIS Support	2
<b>Total</b>	<b>33</b>

## G. Program of Activities (Notional)

### Day 1

am-pm

Arrival of Delegates from ASEAN Member States and Representatives from the ASEAN Secretariat, Jakarta

3:00 pm – 6:30 pm

Registration

7:00 pm

Working Dinner

### Day 2

8:00 am – 9:00 am

Registration

9:00 am – 10:45 am

Welcome Ceremony

Photo Opportunity

Coffee Break

10:45 am – 12:00 nn

Closed Session (continuation)

12:00 nn – 1:30 pm

Lunch

1:30 pm – 3:30 pm

Coffee Break

3:30 pm – 5:00 pm

Closed Session (continuation)

6:30 pm

Welcome Dinner

**Day 3**

9:00 am – 10:30 am      Closed Session  
 10:30 am – 10:45 am      Coffee Break  
 10:45 am – 12:30 pm      Closed Session (continuation)  
 12:30 pm – 2:00 pm      Lunch  
 2:00 pm – 5:00      Closed Session (continuation)  
                                  Free time

**Day 4**

am-pm

Departure of Delegates

**H. Projected Expenditures****1. Accommodation**

Delegation	Cost/Room (Approximate)	No. of Days/Nights	Total
AMS Delegates	10 Deluxe rooms x 8,000	3	240,000
ASEAN Secretariat	1 Deluxe room x 8,000	3	24,000
PH Secretariat	8 Triple-sharing rooms x 6,000	3	144,000
Liaison Officers	4 Triple-sharing rooms x 6,000	3	72,000
<b>Sub-Total</b>			<b>462,000</b>

**2. Meals**

Meal Requirement	Cost/Per Meal (Approximate)	No. of Pax	Total in PhP
One (1) Working Dinner Meeting	PhP 1,800/pax	30	54,000
One (1) Welcome Dinner	PhP 2,500/pax	50	125,000
Buffet Luncheons and AM/PM Snacks	PhP 2,500/pax x 2 days	50	250,000
Dinner for PH Secretariat and Liaison Officers	PhP 400/pax x 2 days	33	26,400
<b>Sub-Total</b>			<b>455,400</b>

**3. Transportation**

Transportation Requirements	Cost in PhP/Vehicle (Approximate)	No. of Days	Amount in PhP
Nine (9) cars for the Heads of the Delegation	11,000 x 9	2	198,000
Two (2) passenger vans for the Delegates and PH Secretariat (ingress	8,000 x 2	4	64,000



and egress)			
One (1) bus (to be used for the Cultural Tour)	25,000 x 1	2	50,000
<b>Sub-Total</b>			<b>312,000</b>

#### 4. Equipment and Supplies

Projected Expenditure	Budget (Approximate)	Total
Rental of one (1) photocopier	PhP 60,000 min. of 60,000 copies	60,000
Supplies and Printing of Meeting Materials (conference bags, envelopes, sign pens, folders, stationary pads, invitation cards, invitation envelopes, IDs, etc.)	PhP 180,000	210,600
<b>Sub-Total</b>		<b>270,600</b>

#### 5. Summary of Projected Expenditures

1. Accommodation	462,000
2. Meals	455,400
3. Transportation	312,000
4. Equipment and Supplies	270,600
<b>GRAND TOTAL</b>	<b>1,500,000</b>

#### Work Programme

Date	Event
February-March 2014	<ul style="list-style-type: none"> <li>- Hold preparatory meetings on substantive and administrative arrangements</li> <li>- Ocular inspection of prospective meeting venues</li> <li>- Prepare drafts for: 1) Programme of Activities 2) Provisional Agenda and circulate to AMS for inputs/comments</li> <li>- Closely coordinate with COCI member agencies - NCCA and CCP</li> </ul>
April-May 2014	<ul style="list-style-type: none"> <li>- Finalize venue, hotel accommodations and other administrative requirements</li> <li>- Finalize Programme of Activities and Provisional Agenda and other relevant meeting documents</li> <li>- Send registration forms and other relevant documents to AMS</li> <li>- Prepare document kits and IDs</li> </ul>
June 2014	<ul style="list-style-type: none"> <li>- Meeting proper</li> </ul>



OFFICE OF FISCAL MANAGEMENT

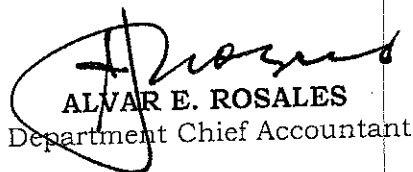
CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (Php 1,500,000.00)** is available to cover expenditures in hosting the 10<sup>th</sup> Senior Officials for Culture and Arts (SOMCA) on 3-4 June 2014, chargeable against ASEAN's MOOE, subject to existing accounting and auditing rules and regulations

Funds provided for the purpose will be valid up to 31 December 2014.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:

  
**ALVAR E. ROSALES**  
Department Chief Accountant

14 April 2014

CERTIFIED TRUE COPY  
CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

30 APR 2014

  
**LORRAINE M. ESPIRITU**  
ACTING DIRECTOR



OFFICE OF FISCAL MANAGEMENT


CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **ONE MILLION TWO HUNDRED EIGHTY FOUR THOUSAND PESOS ONLY (Php 1,284,000.00)** is available to cover expenditures in hosting the 15<sup>th</sup> Meeting of the ASEAN Committee on Culture and Information (COCI) Sub Committee on Culture (SCC), from 5-6 June 2014, chargeable against ASEAN's MOOE, subject to existing accounting and auditing rules and regulations

Funds provided for the purpose will be valid up to 31 December 2014.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:

  
ALVAR E. ROSALES  
Department Chief Accountant

28 April 2014

CERTIFIED TRUE COPY  
CENTRAL RECORDS DIVISION  
DEPARTMENT OF FOREIGN AFFAIRS

30 APR 2014

  
LORRAINE M. ESPIRITU  
ACTING DIRECTOR