



ESCAP
Economic and Social Commission
for Asia and the Pacific



ESCAP

Services Catalogue*

2025

*Services and prices applicable to UN System Entities only



ANNEX II - Description of services provided and unit prices

Effective Date - 1 January 2025

In line with the Service Level Agreement for the provision of administrative services by ESCAP, this is the provisional service catalog effective 1 January 2025. Please note that new items or items with updated prices are pending the Controller's Office's approval. If the new or revised prices are not approved, 2024 service catalogue prices will be applied.

1. Facility Management

Service Activity	Service Activity Description	Unit	2025 unit price
Building and wider campus maintenance and utilities *, **, ***	Office rental including maintenance and operating costs (Standard working hours) **	sqm/month	24
	Additional Maintenance and Operating Costs (24/7 Operations) **	sqm/month	6
	Electricity charges for office operation outside of normal working hours (normal working hours are 07:00 - 18:00)	sqm/hour	0.15
	Air-Conditioning charges for office operation outside of normal working hours: between 18:00 - 21:30 (peak hours)	sqm/hour	0.56
	Air-Conditioning charges for office operation outside of normal working hours: between 21.30 - 07:00 (overnight)	sqm/hour	0.27
	Office renovation and furniture	sqm/month	1

*The terms of the lease for rented office space and associated services are governed by a separate MOU

**The services and maintenance rates include the cost of utilities (electricity, air conditioning and water) and the maintenance for the premises (cleaning and general building maintenance for the operation of the United Nations Building) and does not include any installations, fixtures or fittings specifically requested by clients.

***UNDSS to provide staff with security service in the same manner as they are made available to ESCAP staff.

2. ICT

Service Activity	Service Activity Description	Unit	2025 unit price
Phone	IPT Telephony Service	line/month	20
	Phone rental	each/month	5
Internet	LAN Set-up cost	case	190
	Internet Link Service	link/entity/year	990
	Internet & Telecom contract	contract/entity/year	245
	Enterprise Internet (Wi-Fi)	user/month	30
	Enterprise Internet (LAN + Wi-Fi)	user/month	45
IT service desk	IT service desk	per user/month	35
Computer equipment, printer and associated utilities	PC & Monitor rental	each/day	20
	Laptop rental	each/day	20
	Laptop rental	each/month	200
	Multi-functional printer (MFP)	each/month	21*
Applications & Websites	Application Developer/Administrator	per hour	40
	Senior Application Developer/Administrator	per hour	85
	Website developer/administrator	per hour	40
	Senior Website developer/administrator	per hour	80
	Website installation -basic	case	310
	Website installation -advance	case	1,320
	Website support	case	330
	UPS	case	10
	Server Hosting	each/month	260

Service Activity	Service Activity Description	Unit	2025 unit price
	Cloud Hosting	per client requirement	Actual cost
	Webcasting Service	per hour	50
Umoja / BI Services	BI Analytics - Basic	per hour	40
	BI Analytics - Advance	per hour	85
	PBI Maintenance	monthly/dashboard	800
	PBI Development	per hour/case	40
	Project Management & business analysis Basic	per hour/case	80
	Project Management & business analysis advance	per hour/case	100
	Umoja Training - Adv	per session (half day)	300
	Umoja Role Mapping	case/role	145
	Position Management	case	20
IT Consulting	IT Consultancy-Basic	per hour	40
	IT Consultancy-Advance	per hour	85

* Prices are subject to periodic revision

3. CKMS Services

Service Activity	Service Activity Description	Unit	2025 unit price
Photo and Video services	Photography Service (per day)	per day (8 hrs.)	406*
	Photography Service (per hour)	per hour	91*
	Videography service (per day)	per day (8 hrs.)	596*
	Videography service (per hour)	per hour	115*
	30sec motion graphics (60 sec reels)	item	500*
	Event/Project branding package	case	3,000*
	Infographics design	item	201*
	Metadata & Analysis	item	207*
	Preservation & archiving	item	310*
	Publications design up to 150 pages	150 pages	5,000*
	QC Metadata IM, Min 100 pages	100 pages	201*
	Scan Optical Character Recognition 100 pages	100 pages	201*
	Social media graphic design	item	72*
	Social media package 8 posts with graphics	case	1,020*
	Video production (60 sec reels)	item	1,000*
	Video production (3-4 minute videos)	item	2,500*
	Voice over (60 sec reels)	item	100*
	Website project management/e-learning	session (8 hrs.)	660
	Web content management	case (2hrs minimum per case)	80
	ESCAP Web analytics	case (4hrs minimum per case)	330
	Media coordination	per day	350

* Prices are subject to periodic revision

4. HR Services

Talent sourcing and recruiting administration

Service Activity	Service Activity Description	Unit	2025 unit price
Vacancy management for Job Openings (JO)	HR-Recruitment Personnel Action Recruitments Long Term case (including classification and reference checking process)	case	1,130
Vacancy management for Temporary Job Openings (TJO)	HR-Recruitment Personnel Action Recruitments temporary job opening (including classification and reference checking process)	case	1,130
Selection	Selection delegate	case	18
	Mock interview practice	case	83

HR Administration

Service Activity	Service Activity Description	Unit	2025 unit price
Contract, benefits and time administration: National/local staff	HR Services Pack (Recurrent Personnel Management Services) - General Services - National Officers	person/year	650
Contract, benefits and time administration: International staff	HR Services Pack (Recurrent Personnel Management Services) - Professional and Above	person/year	650
Contract, benefits and time administration: Language staff	Individual HR Action (ad-hoc)	case	315
UNLP	UNLP Approved and Re-approved	case	29
HR Induction Services	HR Induction Service-Onboarding	case	500
Attestations	Attestation of employment/certification letter	case	25

Non-staff administration

Service Activity	Service Activity Description	Unit	2025 unit price
Non-staff administration	Consultants & individual contractors (CIC)	case	350
	UNDP administered personnel	case	350
	Interns	case	350

Training & Learning

Service Activity	Service Activity Description	Unit	2025 unit price
Language training	Language Class	person/semester	300
	LPE (Language Proficiency Exam)	person/each	140
Management & Communication - Tailored training	On-site Training (participation to ESCAP organized training)	person/half day	120
	Tailored training		1.00*

* Prices are subject to periodic revision and varies depending on the case / request

5. Medical -administrative services

Service Activity	Service Activity Description	Unit	2025 unit price
Medical services	Employment Medical Clearance**	case	210
	Travel Medical Clearance**	case	250
	Staff well-being sessions	entity/year	150
	Staff counsellor individual session (Subject to availability)	person/session	50*

* Prices are subject to periodic revision and varies depending on the case / request

**For Bangkok base entities will be charged on cost sharing basis

6. Procurement Services

Service Activity	Service Activity Description	Unit	2025 unit price
New Procurement for Contract/PO	New procure for contract/PO \$10-150K	case	704
	New procure for contract/PO \$150-300K	case	1,729
	New procure for contract/PO \$300K-1.5M	case	6,832
	New procure for contract/PO >1.5M	case	8,417
Issue PO against existing Contract	Create PO against established contract	case	143
Amend existing Contract or PO	Amend Contract/PO under PU's Delegation	case	688
	Amend Contract/PO requiring LCC review	case	1,651
	Amend Contract/PO requiring HCC review	case	1,621
Liquidate/Close PO	Liquidation/Closure of PO	case	64

7. Financial Management and Operational Support Services

Payroll

Service Activity	Service Activity Description	Unit	2025 unit price
Payroll processing	Financial Services - Staff Payroll	person/month	46

Payments

Service Activity	Service Activity Description	Unit	2025 unit price
Payment requests (Vendors, Consultants, other payments etc.)	Create and approve payment document	case	45
	Approve payment document	case	30
Cash advance services including Conference Paymaster (CPM)	Create and approve advance payments with or without PO and advance for CPM	case	45
Event Servicing	DSA planning and disbursements (in Bangkok only)	per participant	25
Petty cash services	Create and approve petty cash replenishment	per request	45
	Approve petty cash replenishment	per request	30

Treasury

Service Activity	Service Activity Description	Unit	2025 unit price
Disbursements	Cash/Cheque/Credit Card Payment Manual	case	60
Banking services	Banking details maintenance	case	25
	Banking investigation	case	40

Accounts

Service Activity	Service Activity Description	Unit	2025 unit price
Accounts Receivable	Billing to external entities (non- grant) FI	case	40
Fund commitment / Ear mark fund	Create and approve FC (comply with UNHQ FC criteria)	case	50
	Funds Commitment /EMF approval only	case	20
Bank reconciliations	Process Bank Reconciliation	case	6
Journal Voucher requests	Accounts Adjustment & JV (<3 pairs of transaction)	case	35
UNDP FA and SCA	UNDP Service Clearing Account (SCA)	case	30
	Issue Financial Authorization to UNDP	case	40
Asset accounting services	Inventory accounting	case	1.00*
	Fixed asset accounting	case	1.00*
Financial reporting services	Quality assurance and monitoring (ULO, open items management)	case	1.00*
	Financial statements / ad-hoc financial reports preparation	case	1.00*

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Budget & Funds Management

Service Activity	Service Activity Description	Unit	2025 unit price
Budget formulation and Implementation for RB and XB	Financial Services: Allotment	case	65

Operation Support

Service Activity	Service Activity Description	Unit	2025 unit price
Low Value Procurement	LVA creation in UMOJA on behalf (with full details provided by the requester)	case	125
Shopping Cart creation	Shopping cart creation on behalf	case	80
SES creation	Service Entry Sheet creation on behalf	case	40
Business partner creation	Business partner creation for person/vendor	case	50
	Business partner creation for meeting participant	case	10
JO/TJO in Inspira (Staff)	JO/TJO creation in Inspira on behalf (for staff)	case	95
JO in Inspira (non-staff)	JO creation and management in Inspira on behalf (for non-staff)	case	253
Travel service	TR creation on behalf (with full details provided by the requester)	Per TR	40
	ER/Standalone ER creation on behalf	Per ER	16
Certifying on behalf	Certifying on behalf	case	25
Umoja training AA&CO	Umoja training for AA and CO (Including brief process and demo, not ILT training)	case	80

Operations Support Services are subject to prior approval from ESCAP Service Team

General

Service Activity	Service Activity Description	Unit	2025 unit price
Audit coordination	Financial Services	case	1.00*
Advisory	Financial Services	case	1.00*

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8. Host Country Services

Service Activity	Service Activity Description	Unit	2025 unit price
Host country registration: <i>Official visa, stay permits and identity cards for staff members, their dependence, experts, meeting participants and consultants where applicable (Thailand only)</i>	Authorization of Thai Visa	transaction	100
	Re-Entry Visa	transaction	70
	Permit to stay	transaction	150
	Notify 90 days	transaction	44*
	Transfer/cancellation of Stay-permit	transaction	55
	Extension for Temporary Stay	transaction	80
	Member IO Card	transaction	70
	VAT Exemption	transaction	65
	Annual Road Tax Exemption	transaction	60
	Notification to MFA	transaction	66
Acquisition of duty-free vehicle	Vehicle registration	transaction	250
	Permit to acquire	transaction	80
	Custom Clearance Vehicle	transaction	190
	Disposal of Duty-Free Car	transaction	240
International Transport Permit	International Transport Permit (Vehicle Passport)	transaction	74
Customs clearance	Import Permit	transaction	170
Driving license for international staffs	Thai Driving License	transaction	60
International Driving License	International Driving License	transaction	61*
Vehicle Inspection	Vehicle Inspection	transaction	46*
Reissuance of vehicle registration book	Reissuance of vehicle registration book	transaction	63*
Import License/Permit	Import License/Permit	transaction	379*
Certificate of Residence	Certificate of Residence (only for submission to Department of Land Transport)	transaction	25*
Request for airport VIP Lounge	Request for airport VIP Lounge	transaction	109*
Issuance of visa exemption letter	Issuance of visa exemption letter for meeting participants (Once the organizer obtains approval from the host country authorities)	transaction	21*
Advisory services	Advisory services	hour	59*
Shipment Arrangement	Arrangement of shipment of personal effects Arrangement of shipment of official items	transaction	150
Meet & Greet Service	Meet and Greet Service at the airport during office hour	transaction	250
	Meet and Greet Service at the airport non office hour	transaction	350

* Prices are subject to periodic revision

9. Travel and Transportation Services

Official Travel

Service Activity	Service Activity Description	Unit	2025 unit price
Visa support	Visa for Official Mission (<i>for staff members, experts and consultants, where applicable</i>)	transaction	50
Travel request (Travel Processing Officer approval)	Initiate and certify travel requests (with delegated authority)	per travel request	40
	Process and approve certified travel request and arrange for issuance of the tickets.	per travel request	40
Expense report (Travel Claim Unit approval)	Processing travel expense report	per expense report	40
Calculation entitlement TR	Calculation for entitlement TR	transaction	127

Service Activity	Service Activity Description	Unit	2025 unit price
Travel Ticket (Ticket issuance and payment)	Travel ticket payments	per ticket Invoice	14
Emergency TR	Emergency TR	per travel request	155

Car and delivery services

Service Activity	Service Activity Description	Unit	2025 unit price
Transport services	Transportation services	per delivery	1.00*
Car Service (including driver and gas)	Office Hour	per hour	45
	Non-Office Hour	per hour	60
	Monthly car service	per month	4,300

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10. General Services

Mail & Pouch Services

Service Activity	Service Activity Description	Unit	2025 unit price
Diplomatic pouch and import/export shipment	Diplomatic pouch services - Incoming	per delivery	1.00*
	Diplomatic pouch services - Outgoing	per delivery	1.00*
Mail receipt and distribution	Delivery service within Bangkok	case	1.00*
	Domestic Post Services	case	1.00*
	Messenger Straight	case	1.00*
Courier	Courier	case	1.00*
Offsite Storage	Offsite Storage Processing Service	item	6*

* Prices are subject to periodic revision and varies depending on the case / request

Special Catering and Hotel Package

Service Activity	Service Activity Description	Unit	2025 unit price
Special Catering Arrangement	Special catering arrangement service	per request	1,035*
Hotel Package	Hotel package (1-20)	case	474
	Hotel package (21-50)	case	664
	Hotel package (51-100)	case	854
	Hotel package (101 & above)	case	1,044

* Prices are subject to periodic revision

Garage management

Service Activity	Service Activity Description	Unit	2025 unit price
Garage management	Parking / Garage fee (reserved space)	each/month	16.59
	Parking / Garage fee (unreserved space)	each/month	6.64

11. UNCC Cost of Services and Facilities

The United Nations Conference Centre, Bangkok (UNCC) is located on Rajadamnern Nok Avenue and Klong Phadung Krungkasem Road, Bangkok, Thailand. The UNCC is in close proximity to the Government House as well as many Thai government agencies.

Telephone: +66.2.2881181 and +66.2.2881182. Fax: +66.2.2883022.

E-mail: escap-conference-management@un.org

A. Conference rooms and meeting rooms rental rate per day

Service Activity	Service Activity Description	Maximum Capacity**	Unit	2025 unit price
Conference and (Multi-functional) Meeting Rooms*	ESCAP Hall	1,200	per day	4,180
	Conference Room 1	480	per day	2,785
	Conference Room 2	480	per day	2,500
	Conference Room 3	259	per day	1,400
	Conference Room 4	152	per day	835
	Meeting Room A	196	per day	360
	Meeting Room B	36	per day	140
	Meeting Room C	40	per day	112
	Meeting Room D	40	per day	112
	Meeting Room E	70	per day	170
	Meeting Room F	140	per day	250
	Meeting Room G	130	per day	250
	Meeting Room H	130	per day	335
	Theatre	110	per day	280
	Asia-Pacific Foyer	120	per day	335
	Recording Studio (per hour)		per hour	23
	Recording Studio Technical Support (per hour)		per hour	35
	MS Teams - Full Day up to 100 pax (EA)	100		500
	MS Teams - Half Day up to 100 pax (EA)	100		300
	MS Teams - Full Day > 100 pax (EA)	100+		1,000
	MS Teams - Half Day > 100 pax (EA)	100+		600
	Zoom/other - Full Day up to 100 pax (EA)	100		600
	Zoom/other - Half Day up to 100 pax (EA)	100		360
	Zoom/other - Full Day > 100 pax (EA)	100+		1,100
	Zoom/other - Half Day > 100 pax (EA)	100+		600

* The room rental rate is inclusive of standard meeting facilities and equipment, such as LCD projectors, microphones, light and sound system, and Simultaneous Interpretation System (SIS) in the Conference Halls.

** The maximum capacity is based on a Theatre layout, with an exception of Meeting B, which is fixed in U shape. More details for room layout options are available at <http://www.unescap.org/uncc/room-layouts>.

*** All rates are established in US Dollars. Payments can be made in Thai Baht or in US Dollars.

Notes:

- The above rates exclude the cost of conference room attendants, audio and visual technicians, administrative, conference coordination, and additional staff hired specifically for a conference. The relevant costs will be billed separately in each case, depending on the complexity of the event.
- In the event a meeting runs beyond 17:00 o'clock on a weekday, staff overtime, security and extra electricity costs will be charged. Extra costs for overtime, security and electricity also apply for events scheduled over weekends or on UN official holidays.

B. Secretariat Office rental rate per day

Service Activity	Service Activity Description	Unit	2025 unit price
Office space****	Chairperson's Office Suite (COS) Three executive offices, meeting room, and reception area	per day	250
	Executive Office Suite 1 (EOS1) Three executive offices, meeting room, and reception area	per day	180
	Executive Office Suite 2 (EOS2) Three executive offices, meeting room, and reception area	per day	250
	VIP Room attached to CR4 (CR4 VIP Room) One holding room	per day	84

**** The office suites are equipped with standard office furniture i.e. tables, chairs and lockable drawers/ cabinets.

C. Exhibition space rental rate per event

Service Activity	Service Activity Description	Unit	2025 unit price
Exhibition space and services*****	Reception Hall (2,214 Sqm.)	per event	1,825
	Level 1 (1,065 Sqm.)	per event	1,220
	Level 2 (973 Sqm.)	per event	1,220
	Sustainability & Innovation Center (S&I Centre) (13.75 Sq.m.)	per event	198*

***** The exhibition space rate is a one-off charge and is inclusive of 50 exhibition panels and spotlights.

* Prices are subject to periodic revision

D. Additional equipment and services rate per day

Service Activity	Service Activity Description	Unit	2025 unit price
Additional equipment and service rate per day	Salary & Common Staff Costs, Conference GS	per day	350
	Student Volunteer	per day	10
	Outsourced Staff	per day	85
	Laptop loan	per day	31
	PC	per day	31
	Touchscreen	per day	90
	Printer B&W	per day	60
	Multi-function Printer (MFP)*****	per day	120
	Interactive White Board	per day	45
	LED TV 50" with stand	per day	92
	LED TV 85" with stand	per day	122
	Teleprompter	per day	20
	LCD Mobile projector with screen	per day	153
	Teleconference	per day	92
	Skype or Webex	per day	153
	Video Conference Equipment	per day	120
	Video PTZ Camera with Tripod	per day	50
	Sound Sys Banquet Rm	per day	153
	Podium with Microphone	per day	31
	Microphone with Stand	per day	16
	Wireless Handheld Microphone	per day	16
	Audio/Video Recording	per day	80
	Mobile Interpretation Booth	per day	1.00*
	Mobile Interpretation System	per day	457
	Interpretation and Sign Language Intepretation (day)	per day	700
	Wireless Receiver with Earphone	per day	6.5

Service Activity	Service Activity Description	Unit	2025 unit price
	Aluminium Stage SML	per day	92
	Exhibition Panel	per day	16
	Mobile Flipchart	per day	3.5
	Mobile Partition	per day	3.5
	Display Board, Blue	per day	3.5
	Exhibition Table (Premium)	per day	9
	Table	per day	6.5
	Banquet Chair	per day	1
	Sign Stand 130 cm Steel A-3 Plastic (day)	per day	1
	Stanchion Post (day)	per day	1
	Scanner (day)	per day	60
	Sound System for panel discussion (day)	per day	153
	Sound System for press Conference (day)	per day	153
	Delegate Tabletop microphone (day)	per day	16
	Salary & Common Staff Costs, Conference P 1-3 (day)	per day	599
	Salary & Common Staff Costs, Conference P 4-5 (day)	per day	874

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E. Additional equipment and services rate per item

Service Activity	Service Activity Description	Unit	2025 unit price
Additional equipment and service rate per item	Stationery Package	per item	100
	USB Drive	per item	6.5
	Participant Name Badge (Colour)	per item	1
	Participant Name Badge (B/W)	per item	0.5
	Name Plate	per item	1.5
	Meeting Badge Lanyard	per item	1
	After-hours Utilities (Electricity) per hour	per hour	117
	Ambulance Services		1.00*
	Conference Preparation Work		1.00*
	Miscellaneous Conference Services		1.00*
	Webcasting		186*
	Internet Upgrade		1.00*
	Lighting rental A	per item	1,800
	Lighting rental B	per item	1,000
	Mobile Studio Lighting (EA)	per item	35
	Studio Lighting equip. (DAY)	per day	55
	Rental Multi-function Printer (MFP)*****	per item/per day	120
	Notebook/pencil set	per item	2
	Full Online Registration Services (per participant)	per participant	5
	Partial registration services (per participant)	per participant	3
	Poster printing for exhibition	per item	30
	AI captioning (EA)	per item	97*
	Design of a A4 size brochure (EA)	per item	320
	Design brochure, banners, roll-ups (EA)	per item	2,130
	Design & production of infographics (EA)	per item	1,060
	Editing (ESP)	per item	50
	Translation, primary rate (ESP)	per item	125

Service Activity	Service Activity Description	Unit	2025 unit price
	Text-processing, primary rate (EA)	per item	0.5
	Water	per item	1
	Contingency (EA)	per item	5
	Social function (EA)		1.00*
	Transport of Conference Staff (EA)		1.00*
	Single-sided Fabric Banner (EA)		1.00*
	Luncheon Name Tag (EA)	per item	1
	Plants (EA)	per item	1
	Single-sided Vinyl Banner (EA)	per item	1.00*
	Graphic Design Work (page)	per page	1.00*
	GS 1-6 off time Conference staff	per hour	31
	GS 7 off time Conference staff	per hour	67
	Beverages (EA)	per item	1.00*
	Exhibition Services (EA)	per item	1.00*
	Menu Card (EA)	per item	1.00*
	Telephone (EA)	per item	3.5
	Catering		1.00*
	Floral Arrangements		1.00*
	Shipping		1.00*
	Reproduction/Binding/Forwarding		1.00*
	Administrative Services Cost		1.00*
Reproduction services	Black and white (A4)	per page	0.05
	Color (A4)	per page	1
	Black and white (A3)	per page	0.1
	Color (A3)	per page	1.5
	Reproduction: Invitation cards black & white	per item	0.1
	Reproduction: Invitation cards color	per item	0.5
	Publication Binding Wire-o spiral-Large	per item	1
	Publication Binding: Wire-o spiral-Small	per item	0.5
	Publication Binding: Blue Cloth	per item	0.2
	Publication Binding: Glue	per item	0.5

***** A MFP requires a laptop to be functional, so the overall cost to hire one MFP is USD151 (USD120 for MFP itself and USD31 for Laptop attached to it).

* Prices are subject to periodic revision and varies depending on the case / request

F. Catering services: Coffee breaks, luncheons, dinner reception, private function or executive dining experience can be organized by our in-house caterer. Menus and prices can be found on:
<http://www.unescap.org/uncc/catering>.

G. Conference coordination and support costs are calculated based on the complexity of the event, the number of days and the number of participants foreseen.

H. All UNCC services are subject to a 7% (UN entities) or 13% (Non-UN entities) administrative fee



ESCAP

Economic and Social Commission
for Asia and the Pacific

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