

**PURCHASE REQUEST**

**DEPARTMENT OF FOREIGN AFFAIRS**

Agency

Department Office of Treaties and Legal Affairs

PR No: **09-01620**

Date: 1 September 2020

Section -

SAI No: \_\_\_\_\_

**04 SEP 2020**

Date: \_\_\_\_\_

Stock No.	Unit	Item/Description	Quantity	Unit Cost	Total Cost
	Lot	<b>Video Conferencing Software (For September to December 2020)</b>	1		
		- Must be a cloud-based application which offers high-definition audio and video, and fully integrated web conferencing with video capabilities for both moderators and participants and may also provide desktop/device clients for users			
		- Must support at least Windows, IOS and Android clients			
		- Must be able to support up to 1:1 simultaneous meetings and 100 concurrent participants in one meeting room and at least 500 participants for a webinar			
		- Must have "Presentation Mode" feature that will allow users to show PowerPoint presentations, PDF and video to quickly and easily conduct slide show presentations and annotation			
		- Must be able to support desktop and application sharing			
		- Must give the host the capability to mute and unmute self, mute and unmute participants/all, lock/unlock meeting and expel unauthorized participants			
		- Must support scheduling of video conference prior the meeting and join from the application or easily click direct link provided by the host			
		- Must be able to support Microsoft scheduling using plug in on the calendar invite to auto populate the configurable meeting guide and information			
		- Must have "Lock" meeting room function (when meeting has started) to prevent unauthorized user to join even with a password			
		- must have a waiting room and capability to allow or deny the participant			
		- Must be able to provide a recording solution to enable video conference session(s) to be recorded. Said recording shall be downloadable from the cloud, locally to a PC.			


		- Must include at least 1 GB cloud storage which may be used for the recordings			
		- Must have 'Discussion/Chat Window' feature - provides keyboard chatting that can be private between individuals or broadcast and visible to all			
		- must have an option to select from available video layouts for a more engaging meeting experience			
		- Must have easy accessibility such as "click-to-join" from meeting invitations			
		- Must support encrypted meetings			
		- Must have the capability to allow users to view video of at least 49 participants on-screen at the same time			
		- Must support end to end encryption <ul style="list-style-type: none"> <li>• TLS 1.2 protocol and high-strength ciphers;</li> <li>• After a session is established over TLS, all media streams are encrypted;</li> <li>• Media transmitted via UDP, encrypted with AES 128</li> </ul>			
		- Must be capable of hosting webinar sessions per license			
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		<b>Support Services</b>			
		- Support for patch/version upgrade activity (when and if applicable)			
		- Product maintenance which shall include the following: <ul style="list-style-type: none"> <li>• Provide real-time support and customer service via Web Help Center;</li> <li>• Speedy support for workers or customers;</li> </ul>			
		- Knowledge transfer and training on the use of the software to be conducted via video conferencing			

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		<b>Webinar Add-on compatible to the Video Conferencing and Online Meeting Software (For September to October 2020)</b>			
		- Must be compatible and inter-operable with the above described Video Conferencing Software			
		- Must be able to support up to 500 participants for a webinar			
		<b>Total ABC</b>			<b>Php32,767.71</b>

Purpose:

*To provide a video conferencing software for various web-based seminar and conferences to be hosted by OTLA.*

	Requested by
Signature	
Printed name:	<b>IGOR G. BAILEN</b>
Designation:	<i>Assistant Secretary, OTLA</i>