



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF TREATIES AND LEGAL AFFAIRS

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

Video Conferencing Software and Webinar Add-on

I. Objective:

In order to carry out its mandate of providing legal assistance to the Secretary of Foreign Affairs on matters concerning the interpretation and application of Philippine laws and regulations, treaties, conventions and other international agreements, OTLA plans to host a series of webinars in order to increase public knowledge on these various international conventions and agreements to which the Philippines is a party. The intended webinars will benefit not only members of the Department, both in the Home Office and in Foreign Service Posts, but also all other legal practitioners, academics, and legal students.

II. Technical Specifications and Scope of Service Requirements:

- a. Approved Budget for the Contract is Thirty-two Thousand Seven Hundred Sixty-Seven Pesos and Fifty Centavos (Php32,767.71)
- b. Technical Specification

A. Video Conferencing Software (For September to December 2020)

1. The proposed system must be cloud-based application which offers high-definition audio and video, and fully integrated web conferencing with video capabilities for both moderators and participants. The solution may also provide desktop/device clients for users.
2. The proposed solution must support at least Windows, IOS and Android clients
3. The proposed solution must be able to support up to 1:1 simultaneous meetings and 100 concurrent participants in one meeting room and 500 participants for a webinar
4. The proposed solution 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.
5. The proposed system's desktop client must be able to support desktop and application sharing.
6. The host must have the capability to mute and unmute self, mute and unmute participants/all, lock/unlock meeting and expel unauthorized participants.
7. The proposed system must support scheduling of video conference prior the meeting and join from the application or easily click direct link provided by the host.
8. The conferencing application should support Microsoft scheduling using plug in on the calendar invite to auto populate the configurable meeting guide and information.
9. The proposed solution must have "Lock" meeting room function (when meeting has started) to prevent unauthorized user to join even with a password.
10. The proposed solution must have a waiting room and capability to allow or deny the participant
11. The proposed solution should 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.

12. The proposed solution must include at least 1 GB cloud storage which may be used for the recordings.
13. The proposed system's desktop client must have 'Discussion/ChatWindow' feature - provides keyboard chatting that can be private between individuals or broadcast and visible to all.
14. The proposed solution must have an option to select from available video layouts for a more engaging meeting experience
15. The proposed solution must have easy accessibility such as “click-to-join” from meeting invitations.
16. The video conferencing solution should support encrypted meetings
17. The solution must have the capability to allow users to view video of at least 49 participants on-screen at the same time.
18. The proposed video conferencing solution must support end to end encryption
 - TLS 1.2 protocol and high-strength ciphers;
 - After a session is established over TLS, all media streams are encrypted;
 - Media transmitted via UDP, encrypted with AES 128
19. The proposed video conferencing solution must be capable of hosting webinar sessions per license.
20. Support Service Requirements:
 - i. Support for patch/version upgrade activity (when and if applicable)
 - ii. Product maintenance which shall include the following:
 - Provide real-time support and customer service via Web Help Center;
 - Speedy support for workers or customers;
 - iii. Knowledge transfer and training on the use of the software to be conducted via video conferencing.

B. Webinar Add-on (For September and October 2020)

1. Must be compatible and inter-operable with the above described Video Conferencing Software
2. Must be able to support up to 500 participants for a webinar

III. Mode of Payment

1. Monthly payment through List of Due and Demandable Accounts Payable (LDDAP).
2. All payments shall be inclusive of Value Added Tax (VAT), all applicable taxes and other lawful charges.