



PURCHASE REQUEST

Department of Foreign Affairs

11-00820

Department: Office of ASEAN Affairs Services

PR No.: \_\_\_\_\_

Date: 09 NOV 2020


Section: \_\_\_\_\_

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	1 Lot	<p><b>Video Conference Licenses</b></p> <p><b>Includes at least:</b></p> <ol style="list-style-type: none"> <li>One (1) year subscription of five (5) Zoom Pro licenses;</li> <li>One (1) year subscription of three (3) Zoom connector licenses; and</li> <li>One (1) year subscription of five (5) Cisco WebEx Meeting Suite, with at least the following:               <ol style="list-style-type: none"> <li>Collaboration Support Services--Basic Support</li> <li>NU Cloud Meetings -- Meeting Suite (1)</li> <li>Included VoIP</li> <li>Meetings Toll Dial-In Audio</li> <li>File Storage Entitlement</li> <li>Messaging Entitlement</li> <li>Meetings Suite Entitlement</li> <li>Included WebEx Storage for Flex</li> <li>A-Flex WebEx Edge Audio</li> </ol> </li> </ol> <p><b>Delivery:</b> The Contractor shall:</p> <ol style="list-style-type: none"> <li>Provide all materials and manpower resources necessary to establish the Video Conferencing system.</li> <li>Satisfactorily deliver and implement all the required supplies and installation for the video conference licenses within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).</li> </ol> <p><b>Warranty:</b> The Contractor shall provide:</p> <ol style="list-style-type: none"> <li>One (1) year warranty on parts and services commencing after complete turnover of project; and</li> <li>Updates and patches for the license subscriptions and software components for all equipment for a period of one (1) year after complete turnover of project.</li> </ol> <p><b>Payment:</b></p> <ol style="list-style-type: none"> <li>The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</li> <li>All payments shall be inclusive of all applicable taxes and other lawful charges.</li> </ol> <p>Approved Budget for the Contract (ABC)</p>			900,000.00

Purpose: To provide latest and official Office Productivity Software to the Department's Information and Communications Technology (ICT) Assets.

Note: A specific license provider was used for the interoperability of the software (because most of our counterparts would use Zoom/ Webex).

Requested by:

Signature: 

Printed Name: JUNEVER M. MAHILUM-WEST

Designation: Assistant Secretary, ASEAN Affairs