

**PURCHASE REQUEST**

**DEPARTMENT OF FOREIGN AFFAIRS**

Agency


**08-02721**

Department Office of Asset Management and Support Services PR No: \_\_\_\_\_ Date: 27 AUG 2021  
 Section Information and Communications Technology Division Information and Communications Technology SAI No: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item/Description	Quantity	Unit Cost	Total Cost
	Lot	<b>Meeting Solutions</b>			
		1 Year License			
		• Must be from a reputable company			
		• Preferably atleast 3 years of Gartner Magic Quadrant for Meeting Solutions			
		<b>Business License</b>	<b>10</b>		
		• Host up to 300 participants			
		• Recording transcripts			
		• Company branding			
		• Managed domains			
		Add ons:			
		<b>Events License for 500 attendees</b>	<b>1</b>		
		• Live streaming			
		• Cloud recordings			
		• Unlimited webinar sessions for up to 30 hours each			
		• Detailed audience engagement reports			
		• Exportable registrant and attendee lists			
		• An all-in-one event management solution			
		• Event reporting, including registration, attendance, and ticket sales			
		• Attendee networking through a chat-enabled event lobby			
		• Customizable registration and ticketing options			
		• Multi-session events where you can use either a webinar or meeting			
		<b>Events License for 1000 attendees</b>	<b>1</b>		
		• same features as events for 500 attendees			
		<b>Total ABC</b>			<b>Php535,000.00</b>

Purpose:

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

Signature	Requested by   <b>MEDARDO G. MACARAIG</b> Assistant Secretary, OAMSS
Printed name:	
Designation:	