

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department Office of Asset Management and Support Services PR No: 09-03723 Date: 13 SEP 2023

Section Information and Communications Technology Division SAI No: _____ Date: _____

Stock No.	Unit	Item/Description	Quantity	Unit Cost	Total Cost
	Licenses	Meeting Solutions			
		1 Year License			
		Must be from a reputable company			
		Preferably at least 3 years of Gartner Magic Quadrant for Meeting Solutions			
		Business License	10		
		Host up to 300 participants			
		Recording transcripts			
		Company branding			
		Managed domains			
		Add ons:			
		Events License for 500 attendees	1		
		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			
		Events License for 1000 attendees	1		
		Same features as events for 500 attendees			
		Grand Total			Php 540,000.00

Purpose:
To renew the existing fleet of meeting solution licenses and to be able to continuously provide assistance to the Department's offices meetings.

Signature	 PATRICK JOHN U. HILADO <i>Assistant Secretary, OAMSS</i>
Printed name:	
Designation:	