

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department Office of Asset Management and Support Services

PR No: _____

09-03723

Date: _____

Section Information and Communications Technology Division

SAI No: _____

13 SEP 2023

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	15		
		Host up to 300 participants			
		Team Chat			
		Mail and Calendar			
		Recording transcripts			
		Company branding			
		Managed domains			
		Add ons:			
		Webinar License for 500 attendees	2		
		Live streaming			
		Cloud recordings			
		Unlimited webinar sessions for up to 30 hours each			
		Breakout rooms			
		Practice Session			
		Webinar Chat and reactions			
		File Transfer, whiteboard, annotation, closed captioning			
		Webinar report including registration, attendance, engagement statistics, Q&A, polling, surveys			
		Session branding			
		Webinar 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:	