



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
Tel. No.: 8834-4000, 8834-4318 Fax No.: 8834-3295

Date: 16 October 2023

**REQUEST FOR QUOTATION OF PRICES**

Sir/Madam :

Please submit your formally detailed lowest price quotation form/letter for the following items individually described below, subject to the following conditions:

1. Formal Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative and
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: **19 October 2023, 12:00NN**

QUANTITY	UNIT	PARTICULARS	AMOUNT
		<b>Meeting Solutions</b> <ul style="list-style-type: none"><li>• 1 Year License</li><li>• Must be from a reputable company</li><li>• Preferably at least 3 years of Gartner Magic Quadrant for Meeting Solutions</li></ul>	
15	Licenses	<b>Business License</b> <ul style="list-style-type: none"><li>• Host up to 300 participants</li><li>• Team Chat</li><li>• Mail and Calendar</li><li>• Recording transcripts</li><li>• Company branding</li><li>• Managed domains</li></ul>	
2	Licenses	Add ons: <b>Webinar License for 500 attendees</b> <ul style="list-style-type: none"><li>• Live streaming</li><li>• Cloud recordings</li><li>• Unlimited webinar sessions for up to 30 hours each</li><li>• Breakout rooms</li><li>• Practice Session</li><li>• Webinar Chat and reactions</li><li>• File Transfer, whiteboard, annotation, closed captioning</li><li>• Webinar report including registration, attendance, engagement statistics, Q&amp;A, polling, surveys'</li><li>• Session branding</li></ul>	
1	Licenses	<b>Webinar License for 1000 attendees</b> <ul style="list-style-type: none"><li>• Same features as events for 500 attendees</li></ul>	
			ABC: Php 540,000.00

Company Name / Supplier :

Address and Telephone Number :

Contact Person :

JOLLY JAY N. MARAAN

Prepared by