

Project	:	Procurement of Video Conferencing Software
Budget/Program	:	General Administration and Support
Approved Budget for the Contract	:	Php 750,000.00
Delivery Period	:	30 Calendar Days

TERMS OF REFERENCE

1. PROJECT SCOPE

The project scope shall include the supply, delivery and training of the video conferencing software.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is Seven Hundred Fifty Thousand Pesos (P750,000.00) Inclusive of Value-Added Tax (V.A.T.) and all other government taxes.

3. TERMS OF ENGAGEMENT

The Terms of Engagement will be for One (1) Year, with expected full Operational Capability within Thirty (30) Calendar Days upon receipt of Notice to Proceed (NTP).

4. CORE REQUIREMENTS

4.1 Service provider shall provide fifty-one (51) licenses of for a period of One (1) year, the accounts/license will be activated upon receipt of the Notice to Proceed (NTP). Any license can accommodate a webinar.

4.2 The video conferencing software shall have the following features

4.2.1 The proposed video conferencing platform shall be enterprise cloud-based video communications for video and audio conferencing.

4.2.2 The proposed video conferencing platform shall be compatible for use across any device such as, but not limited to the following:

- Mobile devices such as smart phones and tablets
- Desktop and laptop computers

4.2.3 The proposed video conferencing platform shall have meeting capabilities that make it easy to start, join, and collaborate across any device.

4.2.4 The proposed video conferencing platform shall be capable of synchronization with calendar systems.

4.2.5. The proposed video conferencing platform shall have Advanced Encryption Standard (AES) 256-bit Galois/Counter Mode (GCM) encryption, will provide increased protection for meeting data and resistance against tampering.

4.2.6 The proposed video conferencing platform shall have video webinar that supports up to 1000 interactive video panelists and attendees and at least 49 videos on screen.

4.2.7 HD video and audio HD video and audio for meetings with support for up to 300 video participants and at least 49 videos onscreen.

4.2.8 Recording and transcripts Record meetings locally or to the cloud, with searchable transcripts.

4.2.9 Built-in collaboration tools multiple participants can share their screens simultaneously and co-annotate for a more interactive meeting.

4.2.10 Streamlined calendaring Support scheduling or starting meetings from emails.

4.2.11 Meet securely Encryption for all meetings, role-based user security, password protection, waiting rooms, and place attendee on hold.

4.2.12 Minimum bandwidth requirement.

4.2.13 Team, Chat with groups, searchable history, integrated file sharing.

4.3 The webinar shall have the following features:

- Can accommodate up to 500 participants (for 1 license)
- Can accommodate up to 100 interactive video panelists, 49 viewable on screen at one time (50 licenses)
- Screen Sharing from panelists
- Q&A with the ability to like and up-vote questions

- In-webinar text-chat
- Polling
- Attendee and webinar performance reporting
- Mute/unmute panelists
- Promote attendees to be panelists
- Whiteboarding and annotation tools
- Customizable branded registration pages
- Pre and post-webinar reminder emails
- Practice session for pre-event panelist
- Post-event survey link
- Recordings and transcripts
- Integration with CRM and marketing automation applications with registration and attendee information
- Live streaming to unlimited audiences on Facebook Live, YouTube, and custom streaming services

5. OTHER REQUIREMENTS

5.1 Service provider shall provide options for renewal of licenses on a year and/or monthly basis if the DOJ decides to renew the licenses.

5.2 Maintenance Service Agreement Period/Technical Support Availability

- One (1) years warranty support.
- 24x7 support availability by phone, email and online support
- Service provider shall provide a single point of contact during the warranty period.

6. CONTRACTOR QUALIFICATIONS

- The company must have at least three (3) years in existence in the ICT industry.
- Must be an authorized distributor and/or reseller of the product being proposed.
- Must be able to provide technical support during the warranty period, onsite or online support.

7. LIQUIDATED DAMAGES

Where the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is thereby in default

under the Contract, the Contractor shall pay the DOJ for Liquidated Damages pursuant to implementing rules and regulations of R.A. 9184.

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