



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**KEDUTAAN BESAR REPUBLIK FILIPINA**  
**JAKARTA**

**BIDS and AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Online Video Conferencing and Webinar Platform

In line with its 2021 Annual Procurement Plan, the Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure Online Video Conferencing and Webinar Platform.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is **USD 419.86** or **IDR 6,000,000.00** with fixed rate at USD1=IDR 14290.45.

The Embassy invites all interested companies/individuals who are technically and legally capable to submit their respective proposal for the procurement not later than **2 December 2021**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax number given below:

**Mr. JULIUS P. CALISIN**  
Property Officer and Attaché  
Jl. Imam Bonjol 8, Menteng, Jakarta Pusat, Indonesia 10310  
Tel. No. : 3100334  
Fax No. : 3151167  
Email : [jakarta.pe@dfa.gov.ph](mailto:jakarta.pe@dfa.gov.ph)

25 November 2021, Jakarta

  
**JOEL M. PERALTA**  
Chairperson

## Terms of Reference

1. The Approved Budget for Contract (ABC) is USD 419.86 or IDR 6,000,000.00 with a fixed rate at USD 1.00 = IDR 14,290.45.
2. The quotation must be in IDR and for all the of items listed herein;
3. The prices quoted must be valid and not be subject to any changes;
4. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfill contract; and
5. The quoted price shall be the final price
6. Requirements/Technical Specifications

Online Video Conferencing and Webinar Platform	
Quantity	2 Accounts
	<ul style="list-style-type: none"><li>• Cloud Recording (at least 1GB per account)</li><li>• Social Media &amp; Live Streaming</li><li>• Report Generation<ul style="list-style-type: none"><li>○ Attendance list</li><li>○ Quest &amp; answer report</li><li>○ Poll/Survey report</li></ul></li><li>• Exportable registrant and attendee lists</li><li>• Webinar with up to 500 attendees</li><li>• Screen sharing</li></ul>
Duration	at least 25 days
Payment Terms	Payment will be made withing ten (10) days upon delivery and receipt of invoice.