



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

**REQUEST FOR QUOTATION**

**Online Video Conferencing and Webinar Platform Subscriptions**

In line with its 2022 Annual Procurement Plan, The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure online video conferencing and webinar platform subscriptions.

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD1,114.00 or IDR16,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 26 April 2022. 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  
Tel. No. : 3100334  
Fax No. : 3151167  
Email : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 22 April 2022

By Authority of the Bids and Awards Committee (BAC)

  
**GLENN JOSEPH D. TEH**  
Vice Chairperson, BAC

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|--|--|--|
| <ul style="list-style-type: none"><li>• Report Generation<ul style="list-style-type: none"><li>○ Access to post-session reporting</li><li>○ Ability to export registrant and attendee lists</li><li>○ Integrate with customer relation management and marketing automation tools</li></ul></li></ul> |  |  |
|--|--|--|

**Subscription Duration**

The subscription contract shall be for the period starting from 01 May to 31 December 2022.

**Payment Terms**

1. The Contractor shall submit the billing and fature pajak to the Embassy within device upon signing of the contract.
2. Payment shall be made within fifteen (15) working days upon receipt of the monthly invoice.

## Terms of Reference

### Online Video Conferencing and Webinar Platform Subscriptions

The Approved Budget for Contract (ABC) is USD1,114.00 or IDR16,000,000.00 with exchange rate fixed at USD1.00 = IDR14,000.00.

#### General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.  
The following are the accepted documents:
  - Notarial deed of establishment;
  - Taxpayer Identification Number;
  - Business Number;
  - Trade Business License; and
  - Document showing that the vendor is an **official reseller, partner, or distributor** of the Online Video Conferencing and Webinar Platform.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.

#### Technical Specifications

Description	Quantity
<p>Online Video Conferencing / Meeting Platform</p> <ul style="list-style-type: none"><li>• Up to 100 participants per session</li><li>• Up to 30 hours per group meetings</li><li>• Social media streaming</li><li>• 1 GB cloud recording (per license)</li><li>• At least 3 editable boards with standard features</li></ul>	2
<p>Webinar platform</p> <ul style="list-style-type: none"><li>• Up to 500 Attendees per session</li><li>• Unlimited webinar sessions for up to 30 hours each</li><li>• Ability to live stream your webinar to third-party platforms</li><li>• Recording capability for webinars to the cloud</li></ul>	1

DEPARTMENT OF FOREIGN AFFAIRS

ALLOTMENT ORDER NO. 2022-E25

POST - PHILIPPINE EMBASSY: PE - JAKARTA

In accordance with the provision of Executive Order No. 292 (Administrative Code of 1987), the following amounts are hereby authorized for the Post from 01 January to 31 December 2022

UACS Code		Particulars	Amount in Pesos		
			DIPLOMACY	CONSULAR	TOTAL
<b>I. PERSONNEL SERVICES</b>			<b>34,575,165.00</b>		<b>34,575,165.00</b>
5010102000	705	Salaries and Wages - Casual/Contractual	1,606,500.00		1,606,500.00
5010209001	718	Overseas Allowance - Civilian			
		Post Allowance	218,250.00		218,250.00
		Overseas Allowance	20,736,750.00		20,736,750.00
		Family Allowance	1,182,750.00		1,182,750.00
		Medical Allowance			
		Educational Allowance	75,165.00		75,165.00
		Living Quarters Allowance	10,603,500.00		10,603,500.00
		Clothing Allowance	152,250.00		152,250.00
<b>II. MAINTENANCE AND OTHER OPERATING EXPENSES</b>			<b>18,916,000.00</b>	<b>3,244,000.00</b>	<b>22,160,000.00</b>
		Traveling Expenses			
5020101000	751	Traveling Expenses - Local			
5020102000	752	Traveling Expenses - Foreign	1,356,956.00	883,900.00	2,240,856.00
		Training and Scholarship Expenses			
5020201001	753-01	ICT Training Expenses			
5020201002	753-02	Training Expenses	1,665,000.00	170,000.00	1,835,000.00
5020202000	754	Scholarship Grants/Expenses			
		Supplies and Materials Expenses			
5020301001	755-01	ICT Office Supplies	301,000.00		301,000.00
5020301002	755-02	Office Supplies Expenses	283,000.00	111,000.00	394,000.00
5020302000	756-01	Accountable Forms Expenses			
5020303000	756-02	Non-Accountable Forms Expenses			
5020307000	758	Drugs and Medicines Expenses	57,000.00		57,000.00
5020309000	759	Fuel, Oil and Lubricants Expenses	222,000.00		222,000.00
5020311001	760	Textbooks and Instructional Materials Expenses			
5020321000		Semi-Expendable Machinery and Equipment			
5020321001	761-01	Semi-Expendable M&E - Machinery			
5020321002	761-02	Semi-Expendable M&E - Office Equipment	150,000.00	50,000.00	200,000.00
5020321003	761-03	Semi-Expendable M&E - Information and	150,000.00	50,000.00	200,000.00
5020321007	761-04	Semi-Expendable M&E - Communications			
5020321099	761-06	Semi-Expendable M&E - Other Machinery and			
5020322000	761-07	Semi-Expendable Furniture, Fixtures and Books			
5020322001		Semi-Expendable FF&B - Furniture and Fixtures			
5020322002		Semi-Expendable FF&B - Books			
5020399000	765	Semi-Expendable FF&B - Other Supplies and Utility Expenses	277,000.00	166,000.00	443,000.00
		Water Expenses	166,000.00	55,000.00	221,000.00
5020401000	766	Electricity Expenses	555,000.00	136,000.00	691,000.00
5020402000	767	Gas/Heating Expenses			
5020403000	768	Communication Expenses			
		Postage and Courier Services	219,000.00	60,300.00	279,300.00
5020501000	771	Mobile	33,000.00	29,700.00	62,700.00
5020502002	773	Landline	172,000.00	39,600.00	211,600.00
5020503000	774	Internet Subscription Expenses	222,000.00	49,500.00	271,500.00
5020504000	775	Cable, Satellite, Telegraph and Radio Expenses			
		Confidential, Intelligence and Extraordinary			
5021001000	776-01	Confidential Expenses			
5021003000	776-03	Extraordinary and Miscellaneous Expenses			
		Professional Services			
5021101000	791	Legal Services			
5021102000	792	Auditing Services			
5021103001	793-01	ICT Consultancy Services			
5021103002	793-02	Consultancy Services	112,000.00		112,000.00
5021199000	794	Other Professional Services	485,000.00		485,000.00
		General Services			
5021201000	795	Environment/Sanitary Services			
5021202000	796	Janitorial Services	243,000.00		243,000.00
5021203000	797	Security Services	5,913,000.00	1,109,000.00	7,022,000.00
5021299001	798-01	Other General Services - ICT Services			
5021299099	798-02	Other General Services	1,233,000.00		1,233,000.00
		Repairs and Maintenance - Buildings and Other			
5021304001	802	R&M - Buildings	840,000.00		840,000.00
5021304099	803	R&M - Other Structures			
		Repairs and Maintenance - Machinery and			
5021305001	804	R&M - Machinery			
5021305002	805	R&M - Office Equipment			
5021305003	806	R&M - Information and Communication	57,000.00		57,000.00
5021305007	807	R&M - Communication Equipment			
5021305010	807-1	R&M - Military, Police and Security Equipment			
5021305099	808	R&M - Other Machinery and Equipment			
		Repairs and Maintenance - Transportation			
5021306001	809	R&M - Motor Vehicles	290,074.00		290,074.00
5021306099	810	R&M - Other Transportation Equipment			
5021307000	811	Repairs and Maintenance - Furniture and			
		Repairs and Maintenance - Leased Assets			
5021308001		R&M (Leased Assets) - Buildings and Other			
5021308002		R&M (Leased Assets) - Machinery and Equipment			
5021308003		R&M (Leased Assets) - Transportation Equipment			
5021308004		R&M (Leased Assets) - ICT Machinery and			
5021308099		R&M (Leased Assets) - Other Leased Assets			
		Repairs and Maintenance - Leased Assets			
5021309099		R&M (Leased Assets Improvements) - Other			
		Repairs and Maintenance - Other Property			
5021399099	820	R&M (Other Property, Plant and Equipment)			
		Financial Assistance/Subsidy			
5021499000		Subsidies - Others			
		Taxes, Insurance Premiums and Other Fees			
5021501001	878	Taxes, Duties and Licenses	38,000.00		38,000.00
5021502000		Fidelity Bond Premiums			
5021503000	880	Insurance Expenses	200,000.00		200,000.00
		Other Maintenance and Operating Expenses			
5029901000	881-01	Advertising Expenses			

5029902000	881-02	Printing and Publication Expenses	57,000.00	33,000.00	90,000.00
5029903000	882	Representation Expenses	-	-	-
	882	Post Representation	1,341,970.00	-	1,341,970.00
	882	Authorized Officers	750,000.00	-	750,000.00
5029904000		Transportation and Delivery Expenses	-	-	-
		Rent/Lease Expenses	-	-	-
5029905001	884	Rents - Building and Structures	-	-	-
5029905002	885	Rents - Land	-	-	-
5029905003	886	Rents - Motor Vehicles	564,000.00	99,000.00	663,000.00
5029905004	887	Rents - Equipment	453,000.00	101,000.00	554,000.00
5029905006	889	Operating Lease	-	-	-
5029905008	891	Rents - ICT Machinery and Equipment	286,000.00	101,000.00	387,000.00
5029906000	892	Membership Dues and Contributions to	-	-	-
	893-01	Subscription Expenses	-	-	-
5029907001	893-01	ICT Software Subscription	112,000.00	-	112,000.00
5029907004	893-02	Library and Other Reading Materials Subscription	55,000.00	-	55,000.00
5029907099	893-03	Other Subscription Expenses	57,000.00	-	57,000.00
5029908000	894	Donations	-	-	-
5029999099	895	Other Maintenance and Operating Expenses	-	-	-
<b>III. FINANCIAL EXPENSES</b>			<b>48,750.00</b>	<b>-</b>	<b>48,750.00</b>
5030199000	975	Other Financial Charges	48,750.00	-	48,750.00
<b>TOTAL ALLOTMENT</b>			<b>53,539,915.00</b>	<b>3,244,000.00</b>	<b>56,783,915.00</b>

Date:

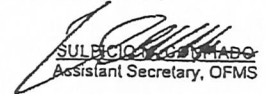
23 February 2022

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ORS No. 011011012022-02-000524  
ORS No. 011011012022-02-000527  
ORS No. 011011012022-02-000526

Diplomacy  
Diplomacy  
Consular  
Diplomacy

NOTED AND APPROVED:

  
SULECIO S. CABALIDO  
Assistant Secretary, OFMS