

TECHNICAL SPECIFICATIONS

SUPPLY AND DELIVERY OF ZOOM SOFTWARE LICENSES FOR THE TOURISM PROMOTIONS BOARD

I. BACKGROUND

The enforcement of lockdowns paved the way for the accelerated acceptance of the use of virtual conferencing platforms. Even now that protocols are steadily being relaxed, public and private companies recognize that office operations can continue to be productive despite employees working remotely with the use of digital platforms.

The TPB intends to leverage on these digital tools, so its employees have the option to work remotely and safely from home without compromise to productivity.

II. OBJECTIVE

To enable the conduct of meetings virtually and host webinars for our stakeholders

III. SCOPE OF WORK / SERVICES

Item	Unit	Quantity	Duration (in months)
<p>Zoom Business Pro Plan with the following features and arrangements:</p> <ul style="list-style-type: none">• Licenses to be allocated to all TPB departments and/or divisions• Up to 30 hours meeting duration or more• Up to 300 participant capacity or more• Up to 5GB Cloud storage for recording or more (per license)• Team Chat capability• Unlimited Whiteboards• Built-in Essential Apps• Built-in mail & calendar integration• Custom Mail Domain	license	24	12

<ul style="list-style-type: none"> • Calendar Client • AI features such as post-meeting summaries, recordings with searchable transcripts, AI chat bot, and message personalization assistant • Unlimited Clips • Built-in Notes • AI-generated actionable documents • Automated Meetings Captions 			
<p>Webinar add-on with the following features and arrangements:</p> <ul style="list-style-type: none"> • License to be allocated on as-needed basis • Up to 500 participants or more • Up to 24 hours webinar duration or more • Pre-registration for attendance reports • Private and Panelist chat • Q&A dialog box for live text question and answers • Virtual hand raising 	license	1	12

IV. PROJECT IMPLEMENTATION SCHEDULE

- Must be delivered on or before the expiration of the current license (29 December 2024)

V. TECHNICAL AND ELIGIBILITY REQUIREMENTS

- Must be an IT company operating for at least five (5) years
- Must be an authorized reseller of the brand/product being proposed and submit a certificate as a reseller

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the Contract is Four Hundred and Fifty Thousand Pesos Only (PhP450,000.00) inclusive of all applicable fees and taxes

VII. TERMS OF PAYMENT

- Payment will be made once the following has been delivered:
 - Software licenses have been delivered with proof (screenshots)
 - Certificate of completion and acceptance signed by the MIS Department Head
 - Certificate of warranty
- Payment will be on a send-bill arrangement to be settled within thirty (30) working days upon receipt of a billing statement and complete supporting documents subject to usual accounting rules and regulations.
- Payments will be made through a Landbank of the Philippines (LPB) deposit. In case the supplier does not have an LBP account, bank charges will be shouldered by the supplier.

VIII. CONTRACT DURATION

The subscription shall be effective for twelve (12) months from the date of project implementation schedule.

IX. PROJECT OFFICER CONTACT DETAILS

	Primary	Alternate
Name	Jose Teodoro B. Delos Reyes	Nixie C. Rojo
Email Address	jose_delosreyes@tpb.gov.ph	nixie_rojo@tpb.gov.ph
Viber #	09760409961	09369131970