



National Center for Mental Health

PROFESSIONAL EDUCATION, TRAINING AND RESEARCH UNIT

TERMS OF REFERENCE

Subscription to Online Videoconferencing Platform

I. Rationale

It is recognizable that online videoconferencing platform has provided significant impact on the continuous delivery of learning and development activities for our employees especially during and even after pandemic. Presently, although we already implement face to face activities, we still consider the use of online video conferencing application efficient and convenient for other related activities and meetings that can be attended by various stakeholders from across different locations and even large groups that require bigger venue or space if conducted face to face.

II. Project Objectives

The NCMH PETRU intends to procure a one (1) year subscription to an online videoconferencing platform with a user-friendly interface and functionality to enhance the delivery of services specifically in the area of learning and development.

III. Scope of Work

Technical Specifications

Description	Quantity
Annual Subscription Attendee capacity: 300 participants Polling/ Breakout room Admin Portal Vanity URL Whiteboard (Unlimited) Team Chat Unlimited meetings for up to 30 hours per meeting Single sign-on Managed domains Company branding Scheduler Waiting Room Recording (can be local and with at least 5GB cloud storage) Co-host and alternate host Streaming Technical support (ticket, live chat, and phone)	10 hosts
Add-ons: Large meeting 500 participants (Annually)	1 host
Others: Conduct of Users' training	



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IV. Qualification of Service Provider

The Vendor should have the necessary eligibility, experience and expertise in providing the Video Conferencing Application, to wit:

Eligibility Requirements

1. PhilGEPS Registration Certificate/Number;
2. Mayor's/Business Permit (current and valid);
3. Income/Business Tax Return; and
4. Omnibus Sworn Statement (duly notarized)

V. Project Duration

The contract will cover a period of one (1) year, renewable for another year subject to the conditions set by RA 9184. The NCMH, however, reserves the right to stop or extend the validity of contract, subject to the satisfaction or violation of the conditions stated in the Contract.

VI. Project Cost

The Approved Budget of the Contract (ABC) for the online videoconferencing platform is One Hundred Thirty-Four Thousand One Hundred Eighty-Seven Pesos and Ninety Centavos (134,187.90 php) inclusive of all applicable taxes and fees, remuneration/professional fee, and all incidental expenses.

This Contract is a fixed-price contract. Any costs in addition to the agreed Contract extension of the period of engagement, as approved by the HoPE, shall not involve any additional cost to the Government.

VII. Mode of Procurement

The Project shall be procured through **Small-Value Procurement**.

VIII. Payment Schedule

The payment shall be made in full amount upon acceptance of required deliverables, subject to deduction of applicable taxes.



REPUBLIC OF THE PHILIPPINES
Department of Health



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