



Information Technology Services Group

**Subscription to a Video Conferencing and Online  
Meeting Software for GSIS Offices**

**TECHNICAL SPECIFICATIONS**

April 2020

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## APPROVAL PAGE

# Subscription to a Video Conferencing and Online Meeting Software for GSIS Offices

## Technical Specifications

### *Information Technology Services Group*

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**A. PROJECT TITLE**

Subscription to a Video Conferencing and Online Meeting Software for GSIS Offices

**B. APPROVED BUDGET**

Total Approved Budget: Php 615,000.00

Fund Center: 90310002 OVP IT Infrastructure Office

GL Account: 5102032000- AFME-Maintenance

Budget Breakdown:

<b>Year</b>	<b>Duration</b>	<b>Amount</b>
Year 1	June 1, 2020 until May 30, 2021	Php 615,000.00

**C. JUSTIFICATION AND BENEFITS**

**C.1 JUSTIFICATION**

On 16 March 2020, an Enhanced Community Quarantine (ECQ) and the Stringent Social Distancing Measures were implemented over the entire Luzon from 17 March 2020 to 13 April 2020. On 7 April 2020 the ECQ was extend until 30 April 2020.

Section 4 (t) of Republic Act No. 11469 or the “Bayanihan to Heal As One Act” authorizes alternative working arrangements for employees and workers in the government.

Part of the alternative working arrangements adopted by GSIS are Work from Home (WFH) measures. To effectively implement the said measure, there is a need to provide facilities that would enable communication and collaboration while observing and complying with the quarantine measures. Even when the ECQ is lifted, there is a need to maintain social distancing even within the Head Office and Branch Offices and the Video Conferencing and Online Meeting Software would be an alternative venue for these meeting instead of conducting them face to face.

**C.2 BENEFITS**

One critical tool that would facilitate the work from home efforts is the use of conference call meetings via web or internet. The proposed solution is needed to enable video conference call meetings, web conferencing, webinars, and screen sharing while ensuring security and confidentiality. There is a need to procure a

subscription service for Video Conferencing and Online Meetings in order to use of software with full collaborative functionalities, strong encryption and end to end security and protection.

**D. PROJECT SCOPE**

The winning bidder must provide Subscription Services for the Video Conferencing and Online Meeting Software for one (1) year commencing from the issuance of the Purchase Order (PO) or from the date indicated therein, whichever comes later.

Description	Qty
WEB CONFERENCING SOLUTION - 1 year subscription	50 hosts

**E. TECHNICAL SPECIFICATIONS**

*Instruction to Bidders:* Bidders must state in the column “Statement of Compliance” either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Item	Specification	Statement of Compliance
<b>E.1 DETAILED SPECIFICATIONS OF THE ITEMS TO BE PROCURED</b>		
	<b><i>TECHNICAL SPECIFICATIONS OF 50 HOST/ UNITS OF WEB CONFERENCING SOLUTION - 1 year subscription</i></b>	
1.1	The proposed system must be cloud-based application which offers high-definition audio and video, and fully integrated web conferencing with video capabilities for both moderators	

**Subscription to a Video Conferencing and Online Meeting Software for GSIS Offices**

Item	Specification	Statement of Compliance
	and participants. The solution may also provide desktop/device clients for users.	
1.2	The proposed solution must support at least Windows, IOS and Android clients	
1.3	The proposed solution must be able to support up to 1:1 simultaneous meetings and 500 concurrent participants in one meeting room.	
1.4	The proposed solution must have “Presentation Mode” feature that will allow users to show PowerPoint presentations, PDF and video to quickly and easily conduct slide show presentations and annotation.	
1.5	The proposed system's desktop client must be able to support desktop and application sharing.	
1.6	The host must have the capability to mute and unmute self, mute and unmute participants/all, lock/unlock meeting and expel unauthorized participants.	
1.7	The proposed system must support scheduling of video conference prior the meeting and join from the application or easily click direct link provided by the host.	
1.8	The conferencing application should support Microsoft scheduling using plug in on the calendar invite to auto populate the configurable meeting guide and information.	
1.9	The proposed solution must have "Lock" meeting room function (when meeting has started) to prevent unauthorized user to join even with a password.	
1.10	The proposed solution must have a waiting room and capability to allow or deny the participant	
1.11	The proposed solution should be able to provide a recording solution to enable video conference session(s) to be recorded. Said recording shall be downloadable from the cloud, locally to a PC.	
1.12	The proposed solution must include at least 20 GB cloud storage for shared files 10 GB of which may be used for the recordings.	
1.13	The proposed system's desktop client must have 'Discussion/Chat Window' feature - provides keyboard	

Item	Specification	Statement of Compliance
	chatting that can be private between individuals or broadcast and visible to all.	
1.14	The proposed solution must have an option to select from available video layouts for a more engaging meeting experience	
1.15	The proposed solution must have easy accessibility such as “click-to-join” from meeting invitations.	
1.16	The video conferencing solution should support encrypted meetings	
1.17	The solution must have the capability to allow users to view video of at least 20 participants on-screen at the same time.	
1.18	The proposed video conferencing solution must support end to end encryption <ul style="list-style-type: none"> <li>• TLS 1.2 protocol and high-strength ciphers;</li> <li>• After a session is established over TLS, all media streams are encrypted;</li> <li>• Media transmitted via UDP, encrypted with AES 128</li> </ul>	
1.19	The solution must have the capability to create breakout rooms while there is an ongoing meeting.	
<b>E.2 SUPPORT SERVICE REQUIREMENTS</b>		
	Support for patch/version upgrade activity (when and if applicable)	
	Product maintenance which shall include the following: <ul style="list-style-type: none"> <li>• Provide real-time support and customer service via Web Help Center;</li> <li>• Speedy support for workers or customers;</li> <li>• Live chat and video conferencing;</li> </ul> Knowledge transfer and training on the use of the software to be conducted via video conferencing.	
<b>E.3 REQUIRED STANDARDS</b>		
	Service Operations Controls ( SOC ) Type 2	

## **F. SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item</b>	<b>Deliverable</b>	<b>Schedule</b>
<b>1</b>	Delivery of the Video Conferencing and Online Meeting Software Solution.	Within ten (10) days from receipt of the Purchase Order (PO) or by the date indicated therein whichever comes later.
<b>2</b>	One year Subscription to the Video Conferencing and Online Meeting Software	<ul style="list-style-type: none"><li>• One year commencing from the completion of Item 1</li></ul>

## **G. PAYMENT TERMS**

Payment shall be made upon complete delivery of the Video Conferencing and Online Meeting Software Solution and issuance of Certificate of Completion and Acceptance.

Delays in the acceptance and payment by GSIS to the Supplier due to the latter's lack of consideration and foresight as to the former's inspection, evaluation, testing and acceptance processes shall not exempt the Supplier from any liquidated damages that may be due unless an extension is expressly allowed and agreed upon by both parties in accordance with the IRR of RA9184.