



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
Filippinernes Ambassade  
Copenhagen

**LTR-LHL-07-2021**

March 22, 2021

**REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Copenhagen, Denmark intends to procure an Online Appointment System as part of its continuing efforts to provide excellent public service.

Name of Project : **Consular Services Online Appointment System**  
Location : 1<sup>st</sup> Floor, Arne Jacobsens Alle 13, Copenhagen  
2300, Denmark  
Specifications : See "Annex A" for the Technical Specifications  
Delivery Date : See "Annex B" for the Schedule of Requirements

Below are the Terms and Conditions relative to this request for quotation:

1. Companies shall provide accurate pricing and service information.
2. Price quotation shall be denominated in Danish Krone (DKK) or US Dollars (US\$) and shall include all taxes, duties and/or other lawful charges.
3. Companies shall comply with the Technical Specifications attached to this Request for Quotation.
4. Submission of quotation is on or before 1 April 2021.
5. The Embassy of the Republic of the Philippines reserves the right to reject any and all quotations, declare a failure or not to award the contract for any reasonable ground.

Should you require further clarification, please contact the Embassy at telephone no. +45 7141 5952 or send a message to [philemb.dk@gmail.com](mailto:philemb.dk@gmail.com).

Very truly yours,

**MARIA ANTONINA M. MENDOZA-OBLENA**  
Chargé d'Affaires, a.i.

## Technical Specifications

### I. Background

The Philippine Embassy in Copenhagen, Denmark intends to procure an Online Appointment System Service for a 12-month period as part of its continuing efforts to provide excellent public service and digitization of its appointment system to aid prevention measures against the spread of COVID-19.

### II. System Requirements

1. Online booking appointment system
2. Offers Unlimited appointments; unlimited services
3. Send automated email reminders
4. Integrates with social media and Google calendar
5. With File Upload capability
6. Web-based, Cloud and/or Android deployment
7. Embed scheduler into our website
8. Reports appointments, and no shows
9. Client database
10. Have at least 6 locations
11. Capability to set maximum number of appointments per day/week

### **Schedule of Requirements**

- I. Delivery Schedule: 30 April 2021
- II. Budget  
The proposed budget for the procurement of the online appointment system service is Php 20,000.00.
- III. Funding Source  
The proposed budget shall be charged against available Philippine Embassy funds.