

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

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OFFICE OF THE BIDS AND AWARDS COMMITTEE II

Section VI. Schedule of Requirements

The delivery schedule, expressed in weeks or months, indicates the required delivery date which shall be understood as the date the Goods are to be delivered to the project site.

Item Number	Description	Quantity	Total	Delivery Schedule
1	MICROSOFT OFFICE 365 EDUCATIONAL LICENSE • Subscription Period: One (1) year • Coverage: Students and Faculty (System-wide) • Institutional Email: Microsoft 365 institutional email accounts using the @ustp.edu.ph domain • Microsoft 365 Applications: • Office 365 Desktop Applications • Office 365 Online/Web Applications • Microsoft Teams • SharePoint • Microsoft Forms • OneDrive Cloud Storage • Microsoft Copilot / Generative AI features, subject to applicable Microsoft licensing and availability; • License Provisioning and Account Management: • Management and provisioning of 33,334 A3 licenses • Management and provisioning of 834 A1 licenses • Support for eight (8) tenants/subdomains, namely 1-8.ustp.edu.ph • Retention and continuity of existing user accounts • Graduating students with existing A3 licenses shall be downgraded to A1 licenses, as applicable	33,334	license	Delivery: Seven (7) calendar days before October 01, 2026 Subscription: One (1) Year

Schedule of Requirements – Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation
Office CY 2026

	• Cloud Storage: • Eight (8) pooled storage allocations; • 100 TB per pool, for a total pooled capacity of 800 TB • Administration and Management: • Administrative and management user interface for license, account, and service administration • Account provisioning and management support • Training: Minimum of Two (2) online training sessions covering basic and advanced topics, including new features and functionalities included in the subscription package • Support: Technical and after-sales support throughout the subscription period, as specified in the Terms of Reference Note: Please see attached Terms of Reference (TOR)			
*** Nothing Follows ***				

I hereby verify to comply with all the above requirements.

Signature over printed name of the authorized representative

Company name

Date