



PURCHASE ORDER

PRN : USTP-GSPB-05-2025-1-13256  
End-User Rep. : Mr. Jonathan O. Jacobo  
Location of Project: USTP-CDO Campus

Supplier	: RAKSO COMPUTER TECHNOLOGY, INC.	P.O. CBNNo.	: 25-07-0014
Address	: Ricogen Bldg 112, Aguirre St, Legaspi Village Makati City, Metro Manila	Date	: July 14, 2025
E-mail Address	: nicole.deleon@raksoct.com	Mode of Procurement:	Public Bidding
Telephone No.	: 0995 – 735 – 6875		
TIN	: 246 – 290 – 790 – 00000		
Purpose	Third Re-bidding for the Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation Office CY 2025		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	SUPPLY OFFICE, USTP-CDO Campus, C.M. Recto Ave., Lapasan, Cagayan de Oro City, Misamis Oriental Contact Person: Mr. Teddy Wendel Q. Clavero Contact No.: 0928 – 437 – 3092	Delivery Term	:
Date of Delivery	: Seven (7) Calendar Days before October 01, 2025	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	license	<b>EDUCATIONAL OFFICE365 A3 LICENSE (ANNUAL)</b>  <b>OFFER: Educational Office365 A3 License</b>  Institutional Email Exchange, One-Drive Cloud Storage, Office 365 Desktop and Online versions, Teams, SharePoint, Forms. Sub-domains @100TB pooled storage each, with Basic/Package Training, Admin and Management UI  - Active Students = A3 - Graduated Students with Existing A3 Account = Downscale to A1, Continuing - Keep existing accounts and storage - Licenses deployment for 8-USTP campuses/tenants: • 8-pooled storage @100TB each, • 8 tenants/ subdomains (1-8.ustp.edu.ph) • Students=28,000 A3 Licenses • Faculty=700 A1 Licenses • Graduated students with existing A3 accounts = Downscale to A1, continuing  NOTE: Please see attached Terms of Reference	28,000	75.00	2,100,000.00
		***Nothing Follows***			

GRAND TOTAL: TWO MILLION ONE HUNDRED THOUSAND PESOS AND 00/100 ONLY P 2,100,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Checked and verified by:

Very truly yours,

ATTY. SARAH JANE F. BEHIGA  
Director, Procurement Services  
PR No. 2025-1-09

DR. AMBROSIO B. CULTURA II  
President, USTP-System

Conforme:

NICOLE JOY E. DE LEON  
RAKSO COMPUTER TECHNOLOGY, INC.  
Signature over printed name of Supplier

Funds Available:

Signature Over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit

BUR/Obr No. : 16F 25-07-2670A  
Amount : 2,100,000.00

