



OFFICE OF THE BIDS AND AWARDS COMMITTEE

PURCHASE ORDER

PRN : USTP-GSPB-05-2024-1-4706  
End-User Rep. : Mr. Jonathan O. Jacobo  
Location of Project: USTP-CDO Campus

Supplier	: <b>RAKSO COMPUTER TECHNOLOGY, INC.</b>	P.O. No.	: 24-07-0772
Address	: Ricogen Bldg 112, Aguirre St, Legaspi Village Makati City, Metro Manila	Date	: July 30, 2024
E-mail Address	: mikee.katigbak@raksoedux.com	Mode of Procurement	: Public Bidding
Cellphone No.	: 0955 - 573 - 4955		
TIN	: 246 - 290 - 790 - 000		
Purpose	: Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation Office CY 2024		

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	: Sixty (60) calendar days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	license	<b>EDUCATIONAL OFFICE PRODUCTIVITY A3 LICENSE (ANNUAL)</b>  <b>OFFER:</b> <b>Office 365 Education Plan A3 (Desktop, Mobile, Online with Teams, Forms, Sharepoint Plan 2<sup>1</sup> and Exchange Plan 2 (100GB mailbox + up to 1.5 TB archive)</b>  - Institutional Email Services Personal Cloud Storage Services - Office Productivity Desktop and Online App - Collaboration Tools - Intranet Share Storage Services - Forms - Covering 8-Campuses/Tenants, with Basic/Package Training with Admin and Management UI - VAT Inclusive  NOTE: Please see attached Terms of Reference	25,633.00	75.00	1,922,475.00
***Nothing Follows***					

**GRAND TOTAL: ONE MILLION NINE HUNDRED TWENTY-TWO THOUSAND FOUR HUNDRED SEVENTY-FIVE PESOS AND 00/100 ONLY** P **1,922,475.00**

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:  
  
**MELANIE A. JALOVER**  
Head, Procurement Services  
PR No. 2024-1-04

Very truly yours,  
  
**DR. AMBROSIO S. CULTURA II**  
President, USTP-System

Conforme:  
  
**MARIE MIKEE T. KATIGBAK**  
**RAKSO COMPUTER TECHNOLOGY, INC.**  
Signature over printed name of Supplier  
August 02, 2024  
Date

Funds Available:  
  
**IAN RODEL G. NERCUIT, CPA, MBA**  
Signature Over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit

BUR/Obr No. : 16F 24-07-3183A  
Amount : P 1,922,475.00

