

PURCHASE ORDER

PRN : USTP-GSPB05-08-2026-1-26753
End-User Rep. : Mr. Jonathan O. Jacobo
Location of Project:USTP-CDO Campus

Supplier	: RAKSO COMPUTER TECHNOLOGY, INC.	P.O. CBN0.	: 26-10-0007
Address	: Ricogen Bldg 112, Aguirre St, Legaspi Village Makati City, Metro Manila	Date	: October 09, 2026
E-mail Address	: <u>nicole.deleon@raksoed.com</u>	Mode of Procurement:	Public Bidding
Telephone No.	: 0995 - 735 - 6875		
TIN	: 246 - 290 - 790 - 00000		

Purpose : Proposed Procurement of the Supply and Delivery of Educational Office License for Digital Transformation Office CY 2026

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	:
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Date of Delivery	: Seven (7) Calendar Days upon receipt of Notice to Proceed	Payment Term	: Full Payment after acceptance of goods
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		MICROSOFT OFFICE 365 EDUCATIONAL LICENSE OFFER: Educational Office365 A3 License 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			
1	license	- 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=33,334 A3 Licenses • Faculty=834 A1 Licenses NOTE: Please see attached Terms of Reference	33,334	75.00	2,500,050.00
		Nothing Follows			

GRAND TOTAL: TWO MILLION FIVE HUNDRED THOUSAND FIFTY PESOS AND 00/100 ONLY **P 2,500,050.00**

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. 2026-1-08	DR. AMBROSIO B. CULTURA II President, USTP-System
Conforme:	
NICOLE JOY E. DE LEON RAKSO COMPUTER TECHNOLOGY, INC. Signature over printed name of Supplier October 13, 2026	

Funds Available:	Date
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Signature Over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	BUR/ObR No. : <u>MPIN 14F 26-10-057N</u> Amount : <u>P 2,500,050.00</u>
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