



WORK ORDER

BAGONG PILIPINAS

Procurement Unit

Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: **07 AUG 2026**

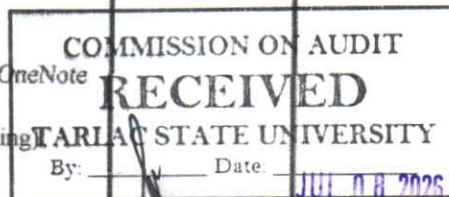
Supplier : **RAKSO COMPUTER TECHNOLOGY, INC.**
Address : **Ricogen Building, 112 Aguirre St., Legazpi Village, Makati City, Metro Manila**
TIN : **246-290-790-0000**
Tel. No. : **0955-573-4955/0955-880-8069**

Work Order No.: **2026-145**
Date : **7/7/2026**
JO No. : **2026-109**
Date: **5/29/2026**
Mode of Procurement : **Small Value Procurement (SVP)**
Mode of Payment : **n/30**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within **Thirty (30) calendar days** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	RENEWAL OF MICROSOFT OFFICE 365 A3 SUBSCRIPTION Subscription of Microsoft 365 A3 Education Subscription Microsoft Office 365 A3 Licenses: 600 (Office 365 A3 (Faculty) (2,650.00 x 600 = 1,590,000.00) Microsoft 365 A3 License: 1 (Microsoft 365 A3 (Faculty) (4,249.00 x 1 = 4,249.00) Microsoft 365 A3 for Student Use: 40 (Microsoft 365 A3 Student Use Benift FREE 40 = 0.00) Office 365 A3 Student use benefit: 24,000 (Office 365 A3 Student use Benefit FREE 24,000.00 = 0.00) Product Features: Microsoft Office 365 A3 • Office Applications • Full desktop and web versions of Word, Excel, PowerPoint, OneNote • Email & Calendar • Outlook with Exchange Online (institutional email & scheduling) • Cloud Storage • OneDrive for Business (secure file storage and sharing) • Collaboration Tools • Microsoft Teams for chat, meetings, and group collaboration • SharePoint Online • Document management and team sites • The renewal aims to ensure business continuity, improved productivity, secure collaboration, and enhanced digital capabilities for all users within the organization. Microsoft 365 A3 • Advanced Security & Compliance • Identity and access management via Azure Active Directory • Device Management • Microsoft Intune for managing devices and applications • Information Protection • Data loss prevention and sensitivity labels • Windows Enterprise Upgrade • Enhanced operating system features for security and productivity • Analytics Tools • Usage insights to improve decision-making Scope of Services 1. License Provisioning Supply and activate the required Microsoft Office 365 A3 and	1,594,249.00	1,594,249.00





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		Microsoft 365 A3 licenses. Ensure seamless deployment and integration within the university's existing Microsoft environment 2. Technical Support Provide 24/7 local technical support through multiple channels (e.g., email, phone, and remote assistance) Address system issues, user concerns, and service interruptions promptly Practical, role-based use cases aligned with key academic and administrative functions. Support Service Provider Requirements • Bidder should be a Microsoft CSP Partner. • The bidder must be an ICT Provider for at least 5 years in the Philippines. • The bidder must have successfully completed similar projects involving Microsoft Office 365 / Microsoft 365 deployment or subscription services for SUCs or educational institutions. Warranty • 1-year validity and product warranty, with after-sales support. Payment /Acceptance: • One-time payment • Activation of license upon end-user acceptance. *****		

COMMISSION ON AUDIT
RECEIVED
TARLAC STATE UNIVERSITY

By: _____ Date: _____

JUL 08 2026

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

PACIENCIO L. PUEBLAS JR
RAKSO COMPUTER TECHNOLOGY, INC.

Signature over Printed Name of Supplier

July 8, 2026

Date

Very truly yours,

DR. JASPER AY N. MENDOZA

President

Authorized Official

Fund Cluster : _____

Funds Available : _____

RYAN R. RINQUILLO, CPA

OIC-Budget Officer

ORS/BURS No. : **12- Mupl- 2024-04 2103**

Date of the ORS/BURS: **Jul 7, 2026**

Amount : **1,594,249.00**



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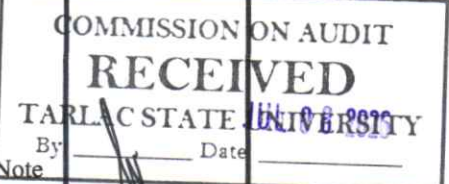
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