



WORK ORDER

DELIVERY DUE DATE: 05 JUN 2025

Procurement Unit
Tel. No.: 045-606-8142/606-8157

Supplier : **ePLDT INC.**
Address : 5th Floor, LV Locsin Building, Ayala Avenue Corner Makati Avenue, Makati City
TIN : 207-762-846-00004 VAT Reg.
Tel. No. : 0998-560-3418

Work Order No.: 2025-085

Date : 4/11/2025

JO No. 2024-422

Date : 10/16/2024

Mode of Procurement: Public Bidding

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 Notice to Proceed as per bid 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	<p>SUPPLY AND DELIVERY OF MICROSOFT OFFICE 365 SUBSCRIPTION (APP 2024)</p> <p>SUBSCRIPTION, MS OFFICE 365 Data Gathering and Assessment: 1. Get an inventory of relevant tools, data usage and platform landscape 2. Determine personas and roles of pilot users; Envisioning and Discovery: 1. Understand organization profile, business goals and insights needed to drive success 2. Conduct Persona Interview to determine relevant and impactful use cases (Challenges, Resistance) 3. Identify Use Cases (1 Use case for 1 persona - Basic Adoption Package) 4. Create Success Criteria/Metrics for success measurement based on identified baseline; Implementation and Knowledge Transfer: 1. Implement a strategic plan, training and adoption roadmap for the organization's Copilot Adoption 2. Disseminate communication with announcement for rewards and recognition 3. Conduct training based on the desired outcome per persona 4. Foundational, Departmental, Organizational 5. Prompting Tutorials; Closing and Turnover: 1. Presentation of Impact and Continuity Plan (Project Turn Over) 2. Project Acceptance; Microsoft Copilot for Microsoft 365 A3 and A5: 1; Microsoft 365 A3 for Faculty: 1; Microsoft 365 A3 for Students use benefit: 40; Office 365 A3 for Faculty: 290; Office 365 A3 Student use benefit: 11,600; General Features: Productivity and Collaboration platform, Productivity and Collaboration for the web; Productivity Apps for enterprise; Online Mailbox (50GB); Corporate File Repository; Per User Cloud Storage; Meeting and Video Conferencing Platform; Employee Community Communication Platform; Corporate Video Sharing; Corporate</p>	880,486.00	880,486.00

(Please read carefully at the back hereof)

Charge to: 07. 106441
ROA No.: 1075-04-1171
CONFORME & RECEIVE COPY:

Christian Velasco
ePLDT INC.

Firm/Dealer/Supplier/Contractor
APR. 23, 2025
Date

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____



FUNDS AVAILABLE:

JASPER A. YAUDER, CPA
Budget Officer

APPROVED:

DR. ARNOLD E. VELASCO
President *AV*
Authorized Official



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		Planning Application, Voice, Video, and Meetings: Meeting and Video Conferencing Platform; Classroom Tools; Digital notebook for teach; Analytics and Insights: Data visualization and business intelligence; Personal productivity insights; Authentication: Basic User Authentication Compliance: Rights Management; Litigation Hold; Content search; eDiscovery (Standard); Data Loss Prevention for email and files; Audit (Standard); Message Encryption (Basic); Management and Security: Cloud App Security; Comprehensive Adoption Training Program: Copilot - Basic Technical Training (Online) - to be attended by 5 pax; 1 - Persona Training (Online) -to be attended by 5 pax; Support Service Requirements: Solutions Partner for Infrastructure; Solutions Partner for Modern Work; Solutions Partner for Data & AI; Solutions Partner for Digital & App Innovation; Service provider must have at least twenty (20) years experience in the ICT Industry; Service provider must have 24x7 helpdesk support; Service provider must have at least 3 Certified Platform Engineers relevant to the proposed solution in its personnel roster; Three (3) Administrator Experts with relevant Office Productivity Software certifications and COE; Five (5) Administrator Associates with relevant Office Productivity Software certifications and COE; Solutions Partner should be a member of the Microsoft Partner Network; Solutions Partner should be a managed and Direct CSP of Microsoft; Warranty: Attestation is acceptable *****		

(Please read carefully at the back hereof)

Charge to: 07 2025
ROA No. : 2025-11-1171
CONFORME & RECEIVE COPY:

CHRISTIAN ALBERT PUAO
ePLDT INC.

Firm/Dealer/Supplier/Contractor
APR. 23 2025
Date

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____



FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
DR. ARNOLD E. VELASCO
President
Authorized Official