



NAME OF PROJECT : 1 LOT UPGRADING OF THE STUDENT INFORMATION AND ACCOUNTING SYSTEM (SIAS) OF BENGUET STATE UNIVERSITY (RFQ 2025-1722)

SUBJECT : CONTRACT AGREEMENT

CONTRACT NUMBER: 2025 - 41

This Contract made and entered into this 23rd day of December 2025 by and between:

BENGUET STATE UNIVERSITY, a chartered public educational institution of higher learning, established and existing under the laws of the Republic of the Philippines having office at La Trinidad, Benguet, herein referred to as **BSU** and represented by its President, **DR. KENNETH ALIP LARUAN**;

-and-

MR. THOMAS C. SADDUL proprietor of **DIGITAL SOFTWARE TECHNOLOGY CONSULTANCY**, with business address at Number 7 Burgos Street, Centro 8, Tuguegarao City, Cagayan herein referred to as the **"SUPPLIER"**.

WITNESSETH

WHEREAS, consonant to the provisions of R.A 9184, the **BENGUET STATE UNIVERSITY** through the Bids and Awards Committee (BAC) invited the supplier to submit proposal for the project: RFQ 2025-1722 1 lot Upgrading of the Student Information and Accounting System (SIAS) of Benguet State University on December 11, 2025;

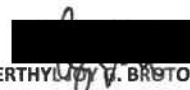
WHEREAS, in response to the invitation, Mr. Thomas C. Saddul, proprietor Digital Software Technology Consultancy, submitted his quotation before the scheduled submission at 5:00PM of December 16, 2025;

WHEREAS, after checking of the eligibility requirements and financial proposal submitted by the supplier, the offer was declared as passed. Having determined that the supplier passed all the required documents and the financial offer is within the approved budget for the contract, the offer was subjected to post qualification;

WHEREAS, after careful examination and verification, the offer of the herein SUPPLIER was found to have passed all the requirements and conditions specified in the request for quotation for the project. Under **BAC Resolution Number 2025-1568**, the quotation was declared as the Single Calculated and Responsive Quotation (SCRQ) with a recommendation for award of the project to herein SUPPLIER;

WHEREAS, the **BENGUET STATE UNIVERSITY** has accepted the offer of the Supplier for the supply of those goods and services in the sum of **Ten Million Pesos Only (Php. 10,000,000.00)** called the "Contract Price" vis-à-vis the approved


REYNANTE B. BASCO
Attorney Officer IV
Office for Legal Affairs


ERTHYLYNN V. BRATONEL
Digital Software
Technology Consultancy


THOMAS C. SADDUL
Proprietor
Digital Software
Technology Consultancy


KENNETH ALIP LARUAN
University President,
BSU

Budget for the Contract of Ten Million Pesos Only (Php. 10,000,000.00). The funding source of the contract is from 2025-GAA Capital Outlay;

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - a. Invitation to submit proposal indicating the following:
 - i. Schedule of Requirements; and
 - ii. Technical Specifications including the annexes
 - b. Winning bidder's quotation, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statement submitted, including all documents/statements as annexes, and all other documents submitted (e.g. Bidder's response to request for clarifications on the project), including corrections to the quotation, if any, resulting from the Procuring Entity's bid evaluation;
 - c. Performance Security;
 - d. Notice of Award of Contract; and the Bidder's *conforme* thereto; and
 - e. Other Contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **The bidder agrees that additional documents or information that are subsequently prescribed and/or required for submission by the GPBB after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration of the sum of **Ten Million Pesos Only (Php. 10,000,000.00)**, or such other sums as may be ascertained, **Mr. Thomas C. Saddul (Digital Software Technology Consultancy)** agrees to supply, deliver, install and commission the upgraded and customized Student Information and Accounting System (SIAS) in accordance with his quotation.
4. Payment shall be made in three (3) milestone-based tranches, as follows:
 - a. **40%** of the contract amount shall be released upon successful completion of system installation, configuration, and full data migration, as certified by the Office of the University Registrar (OUR) and the Information and Communication Technology (ICT).
 - b. **30%** shall be released upon verification that the system is capable of generating reports as specified in the deliverables:

Module	Generated Reports
Admission	<i>Application results per school/course, qualified vs. not qualified applicants, summary of applicants from diverse groups, master list of applicants that can be filtered by sex, classification, school and other relevant student data.</i>



Elnor P. PROTONE
Digital Software
Technology Consultancy



THOMAS C. SADDUL
Proprietor
Digital Software
Technology Consultancy



KENNETH ALIP LARUAN
University President, BSU

Online Pre-Enlistment & Enrollment	<i>Certification of Enrollment, Master List of Enrollees that can be filtered by Year Level, Degree/Program, College, Master List of Students who processed dropping/withdrawal of enrollment, Master List of Students based on classification-Secondary, Transferee, Second Degree, ALS, Summary of Foreign Students, Summary of Students for Diverse Groups, PRC reports, UniFAST billing reports, CHED Normative Funding Report, Summary of Students Enrolled per College based on Courses taught by Colleges, user-customized reports as required by other agencies</i>
Online Management of Student Records	<i>Transcript of Records, Diploma, Certification of Enrollment, Certification of Final Grades, Certification of GWA, Summary of final academic achievers that can be filtered by year level and degree, Summary of Latin Awardees, user-customized reports as required by other agencies, online clearance of student.</i>
Online Assessment & Accounts	<i>Statements of Accounts, Summary of Fees, List of Balances, Collection of Fees, Ledger Balances, Report on Collection of Tuition Fees, Customized format for details of Receipts Record (CRR), Report of Collection (ROC), List/record of payments made thru online modes such as the e-portal payment</i>
Online Discounts & Scholarships	<i>List of Scholars (user-customized filtering: per scholarship type, per college, etc.), User-customized report of scholars based on CHED templates, and other scholarship/grants agencies.</i>
Online Grading System	<i>Customized Grade Sheet per Class with school logo, Customizable Grade Slip per Student (can be filtered by year level and degree), Downloadable Grade Slip by the student, Periodic Average Grades, General Weighted Average, Rank, General Weighted Average for prescribed periods.</i>
Online Class Scheduling	<i>Customized Individual Faculty Workload (color-coded), General Faculty Workload in tabular form per course, Room assignment reports (in tabular) and room utilization (color-coded), Class Schedule, Customized Summary of Workload that can be prepared by Department, Student-Faculty ratio, Summary of Lecture and Laboratory Classes College.</i>
Online Teacher Evaluation	<i>Customized Individual Faculty Evaluation Report (CMO 19, s. 2025), Faculty Evaluation and Development Acknowledgement Form (CMO 19, s. 2025)</i>

- c. The remaining 30% shall be released upon successful execution of one complete operational cycle, covering student admission, scheduling, and the printing of Certificates of Enrollment, as validated by the Office of the University Registrar (OUR) and the Information and Communication Technology (ICT).
- d. A 10% retention fee shall be deducted per payment tranche.

5. That the contract duration will be **Fifteen (15)** months divided in to three (3) phases; counted from the supplier’s receipt of the Notice to Proceed;

EXPECTED DATE	ACTIVITIES
45 calendar days after issuance of Notice to Proceed (NTP)	Phase 1 PRE-DEPLOYMENT ○ Submission of detailed implementation plan with milestones and risk mitigation strategies ○ Technical Demonstration of all Modules ○ Technical Demonstration that Cloud Infrastructure is Operational and Active DEPLOYMENT ○ Configuration and customization of modules based on the University’s academic workflow ○ Data migration and integrity testing ○ Security audit and compliance certification
	○ Technical Demonstration of all the features specified in the different modules ○ Technical Generation of all Reports through PDF and Excel ○ Provision of User’s Manual
2 months after the phase 1	Phase 2: POST-DEPLOYMENT ○ Full Blown Training to all Users ○ User experience and issue resolution
First Cycle of Operation	Phase 3 ○ Quarterly system performance reviews with BSU ICT, Registrar’s Office and the Colleges ○ Update and maintenance schedule

6. The supplier warrants compliances compliance with the provisions of RA 10173 or the Data Privacy Act of 2012, thus providing the proof of compliance i.e. certificate of registration or equivalent document before the implementation of this contract;
7. The supplier/ service provider shall provide comprehensive after- sales support to ensure the effective operation sustainability of the upgraded SIAS;
- a. Warranty and Maintenance;
- The service level must be 99.99%. The supplier must shall provide notice before conducting system maintenance
 - All system downtime must be documented, and appropriate reports must be given to the end-users
 - Data remains 100% ownership of the University and not by the Supplier
- b. Minimum of ten (10) years warranty on software modules, including free updates and patches;
- c. Preventive maintenance and corrective support for both hardware and software components;
- d. Provide Technical Support;
- e. 24/7 help desk support accessible via phone, email, or ticketing system;

- f. On-site technical assistance within 24-hours-3 days for critical issues affecting operations;
 - g. System updates and compliance;
 - h. Regular delivery of system upgrades aligned with CHED, UNIFAST, and other regulatory requirements;
 - i. Lifecycle support;
 - j. Commitment to provide free cloud server hosting for ten (10) years;
 - k. Assistance in data migration, back up, and recovery protocols
8. The Benguet State University agrees to pay the above-mentioned sum in accordance with the terms of the project.

IN WITNESS WHEREOF, the parties or through their authorized representatives have signed this Agreement on the day and year first written.

BENGUET STATE UNIVERSITY

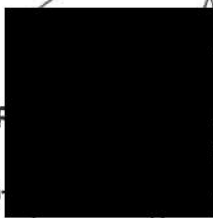
Digital Software Technology Consultancy

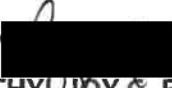
By:


KENNETH ALIP LARUAN
University President


THOMAS C. SADDUL
Proprietor
Digital Software Technology Consultancy

WITNESSES:


FRANCIS ASCO
Accountant IV
Office Affairs


ERTHY JOY G. BROTONEL
Digital Software Technology Consultancy

Funds Available: Charged to GAA CO 2025


IMELDA B. GALINATO, PhD.
Accountant IV

4/01/24

ACKNOWLEDGEMENT

Republic of the Philippines)
LA TRINIDAD, BENGUET) S.S.

BEFORE ME, a Notary Public for and in LA TRINIDAD, BENGUET this day of APR 1 2025, personally appeared the following with competent evidence of their identity:

Name	Valid Government –Issued ID	CTC No., Date and Place of Issue
KENNETH ALIP LARUAN		CTC # : 01793823 Issued on: January 8, 2025 Issued at La Trinidad, Benguet
THOMAS C. SADDUL		CTC # : 03792284 Issued on: January 15, 2025 Issued at Tuguegarao City

and their instrumental witnesses. They are known to me to be the same persons who executed the foregoing Contract Agreement consisting of three (3) pages including this page wherein this acknowledgment is found. They affirm that their signatures on the instrument were voluntarily affixed by them for the purpose and is their free and voluntary act and deed and of the establishments they respectively represent.

IN WITNESS WHEREOF, I hereby set my hand and seal in the date and place first above written.

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Series of 2025.

JENLAPAS 82
NOTARY PUBLIC
Com. No. 25L-NC-0791; Until 12/31/2027
Roll No. 89-08; 12/22/2023
IBP O.R. No. 562318; 12/02/2025; Baguio-Benguet
STR No. 9966119; 12/16/2025; La Trinidad, Benguet
MCLE Compliance No. VII-0022814
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BASCO
IV
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