

Terms of Reference (ToR) Microsoft Office 365 License

[Centre for Policy Dialogue \(CPD\)](#), a policy-influencing think tank in Bangladesh, is seeking the services of Microsoft Office 365 licenses in Bangladesh. We seek qualified vendors with a partnership agreement with Microsoft to supply the following packages:

- Microsoft 365 Business Premium
- Microsoft 365 E3

Objectives

- Identify and engage a qualified vendor to provide Microsoft Office 365 licenses.
- Ensure competitive pricing specifically tailored for nonprofit organizations.
- Establish a reliable partnership that includes after-sales service and prompt customer support.

Deliverables

The selected vendor will be responsible for:

- Supplying **Microsoft 365 Business Premium licenses (52 units)** at nonprofit pricing.
- Supplying **Microsoft 365 E3 licenses (5 units)** at nonprofit pricing.
- Providing necessary documentation and support for license activation.
- Offering after-sales service, including technical support and customer service, for the duration of the contract.

Duration

CPD will avail these services for one (1) year.

Proposal Requirements

Vendors interested in submitting a proposal should include the following:

- Company profile and relevant experience.
- Details of the partnership agreement with Microsoft.
- Pricing breakdown for the Microsoft 365 Business Premium and Microsoft 365 E3 packages.
- Description of support services offered and response times.
- References from previous clients in the nonprofit sector.

Vendor Requirements

Vendors must meet the following criteria:

- Must have a valid partnership agreement with Microsoft.
- Proven experience in supplying Microsoft Office 365 licenses to nonprofit organizations.
- Demonstrated ability to provide after-sales service and prompt customer support.

Submission of Proposals

- The following documents will need to come with the proposal in a separate attachment:
 - Maximum 2-page firm profile highlighting related assignments completed with client name, contact person and mobile number
 - Trade License
 - TIN certificate
 - Acknowledgment receipt for the last annual TAX return (2023-24)
 - BIN Certificate
 - Bank Account details
 - Copy of valid partnership agreement with Microsoft
- Proposals will be accepted only through e-mail in PDF format; additional material(s)/document(s) can be sent via google drive.
- The e-mail subject line should mention “**CPD Microsoft 365 Services.**”
- Please send your proposal document procurement@cpd.org.bd (Do not CC any CPD officials)

Please send your quotation by **5 October 2024**.

Contact Information:

For inquiries and clarifications, please contact:

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