

Annex 1

Bid Submission Form

Iulaan No: (IUL)94-Q/94/2022/30

IMPORTANT: This sheet should serve as a front page of the proposal. If any bidder fails to submit the relevant information and bid documents states in information sheet section 14, bid will be rejected at the bid opening stage.

Bid Title: Microsoft Office 365

Qty	Description	Price
1	Microsoft Office 365	
GST (6%)		
TOTAL (MVR)		
Total in Words:		

Delivery	Calendar days	
Proposed Delivery Period		days

Check list for documents submitted (please tick the appropriate box)

		Yes (✓)	No (x)
1	Bid Submission Form Completed & Signed		
2	Certificate of Registration (Company)		
3	Memorandum of Association (for companies)		
4	National Identity Card		
5	Certificate of Registration (Sole Proprietorship)		
6	Company Profile		
7	S.M.E Registration		
8	G.S.T Registration		
9	Past Experience Documents (Related to the bid)		
10	Tax Clearance Form		
11	Bid Security (If the bid amount is greater than 500,000.00)		
12	Bank Statement		

Annex 02

Technical Requirement

#	Software Description	No of users
	Microsoft License	
Subscrip·	Office 365 E3 (1 year) - 100GB with Office installable	15
Subscrip·	Microsoft Business Basic (1 year)	150
Subscrip·	Microsoft Business standard (1 year) - with Office installable	60
Perpetual	Windows Server 2022 - 1 Device CAL	10
Perpetual	Windows Server 2022 Standard - 16 Core	2
Serv	AD implementation - (5-10 days) - Primary and Secondary	01
Serv	AD connect server setup (3-4 days)	01
Serv	Email migration - 300+ email boxes (20-25 days)	01
Train	Training and knowledge transfer (Admin and end user sessions)	01
Supp	Support - SLA for 1 Year	01

