

ICT-01-2022 – Renewal of Microsoft 365 annual subscription

The purpose of this invitation to quote (ITQ) is to invite vendors to submit their quotations for ISCA for annual renewal of ISCA Microsoft 365 subscription.

1. Scope of Work

Institute of Singapore Chartered Accountants (ISCA) is looking to purchase 120 units of Microsoft Office 365 E3 license and 20 units of Microsoft 365 Business Standard license for annual renewal for year 2022. We are also looking at getting the optional licenses for Microsoft Defender for Office P1 and / or Microsoft Exchange Online Plan 2.

Also, vendors are required to provision additional lead time for changing of CSP provider if required for renewal.

Quotations sent to us must be complete and itemized with pricing for each line item.

Vendors are to provide a quotation for the following items

Item 1	120 units of Microsoft Office365 E3 Licenses for annual subscription
Item 2	20 units of Microsoft365 Business Standard Licenses for annual subscription

Please also include the pricing for the optional items as well. We will decide whether we like to opt in to either of the optional items.

Item 3 <i>(Optional)</i>	140 units of Microsoft Defender for Office P1 (add-ons for Item 1 and 2)
Item 4 <i>(Optional)</i>	5 units of Microsoft Exchange Online Plan 2
Item 5 <i>(Optional)</i>	120 units of Azure Premium P1

Software subscription required

Item 1

Microsoft Office 365 E3 Licenses for annual subscription

<https://www.microsoft.com/en-us/microsoft-365/enterprise/office-365-e3>

Item 2

Microsoft 365 Business Standard Licenses for annual subscription

<https://www.microsoft.com/en-sg/microsoft-365/business/microsoft-365business-standard>

Item 3

Microsoft Defender for Office Plan 1

<https://docs.microsoft.com/en-us/microsoft-365/security/office-365security/overview?view=o365-worldwide>

Item 4

Microsoft Exchange Online Plan 2

<https://www.microsoft.com/en-us/microsoft-365/exchange/compare-microsoft-exchange-online-plans>

Item 5

Azure Premium P1 add-on

<https://azure.microsoft.com/en-us/pricing/details/active-directory/>

2. Deliverables

Vendor awarded the will need to help us to process the license for annual subscription during February 2022. Do provision the additional lead time for the work of CSP provider change processing, if required.

Shortlisted candidates will be approached after the ITQ period to do a short presentation.

3. Quotation Validity

Quotations submitted must be valid for 30 days.

4. Disclaimers

ISCA shall under no obligation to accept the quotation with lowest quote or enter correspondence with any vendor regarding the reason for non-acceptance of quotation.

ISCA reserves the rights, unless the vendor expressly stipulates to the contrary in its quotation, to accept only such portion(s) of a quotation as ISCA may in its sole discretion decide, and the quotation shall be adjusted accordingly.

Enquiries

The duration of this ITQ is opened between 20th December 2021 and 14th January 2022. All quotes sent after 14th January 2022, 4pm (GMT+8) will be rejected.

For any further enquiries and submission, please email to ict.tenders@isca.org.sg with the subject "ICT-01-2022" before the closing date.

Closing date: 14th January 2022, 4pm.