

ICT-01-2025 – Renewal of annual Microsoft365 subscription

The purpose of this invitation to quote (ITQ) is to invite vendors to submit their quotations for the Institute of Singapore Chartered Accountants (ISCA) for the annual renewal of the ISCA Microsoft365 subscription.

Our license anniversary ends in late January 2025 for our Microsoft subscription. Hence, we would like our renewal to be processed timely.

1. Scope of Work

ISCA is looking to purchase existing renewal licenses for the following products:

- 130 units of Microsoft365 E3 license
- 30 units of Microsoft365 Business Premium
- 4 units of Microsoft365 Apps for Business
- 4 units of Exchange Online Plan 1
- 1 unit of Exchange Online Plan 2
- 1 unit of Power Automate Premium
- 50 units of PowerBI Pro
- 20 units of Microsoft 365 Copilot

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

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

Software subscription required

Item 1

Microsoft365 E3 Licenses for annual subscription

Qty: 130

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

Item 2

Microsoft365 Business Premium Licenses for annual subscription

Qty: 30

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

Item 3

Microsoft365 Apps for Business (per user) for annual renewal

Qty: 4

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

Item 4

Microsoft Exchange Online Plan 1 (per user) for annual renewal

Qty: 4

<https://www.microsoft.com/en-sg/microsoft-365/exchange/exchange-online>

Item 5

Microsoft Exchange Online Plan 2 (per user) for annual renewal

Qty: 1

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

Item 6

Power Automate Premium (per user) for annual renewal

Qty: 1

<https://powerautomate.microsoft.com/en-sg/pricing/>

Item 7

PowerBI Pro (per user) for annual renewal

Qty: 50

<https://powerbi.microsoft.com/en-sg/pricing/>

Item 8

Microsoft 365 Copilot (per user) Business for annual renewal

Qty: 20

https://www.microsoft.com/en-sg/microsoft-365/copilot/business#tabs-pill-bar-oc6224_tab1

2. Deliverables

Vendor awarded the tender will need to send us the items and quantity agreed upon. Subscriptions are to be added promptly before 31 January 2025.

3. Quotation Validity

Quotations submitted must be valid until 31st January 2025.

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 2nd January 2025 and 10th January 2025. All quotes sent after 10th January 2025, 5pm (GMT+8) will be rejected.

For any further enquiries and submission, please email to ict.tenders@isca.org.sg with the subject "ICT-01-2025" before the closing date.

Closing date: 10th January 2025, 5pm.