

Terms of Reference (TOR)

Microsoft Office 365 License Renewal

07 July 2026

1. Introduction:

We are seeking competitive proposals for the renewal of Microsoft Office 365 licenses in our organization. Our current licenses are approaching their anniversary, and we aim to ensure a seamless continuation of service.

2. License Details:

2.1 Existing License details:

Microsoft O365 License	Qty	Expiry Date
O365 Business Standard	300	30th Aug 2026
O365 Business Basic	200	30th Aug 2026
O365 E3	425	30th Aug 2026
O365 Exchange Online (Plan 2)	5	30th Aug 2026
Microsoft Entra ID P2	5	30th Aug 2026
O365 E5	2	30th Aug 2026
TOTAL	937	

2.2. Tenant Details:

- Name: Maldives Ports Limited
- ID: 098e3147-002e-4d05-9696-5796f3xxxxxx

3. General Requirements:

3.1. Contract and Validity:

- Licenses shall be valid for a period of one (1) years from the date of renewal.
- All licenses shall remain active throughout the contract period and expire at the end of the one (1) year contract term.

3.2. Product authorization:

- The bidder must provide proof that they are authorized to sell Microsoft licenses/products in this region, either through a valid authorization letter from Microsoft or by being listed in the official Microsoft Partner Directory.

3.3. License Delivery & Requirements

- Licenses must be provisioned/loaded to the specified Microsoft tenant before the expiration of the existing licenses.

- New licenses may be added to the MPL tenant at any given time by contacting the bid winning party and requesting new licenses and additional charges for the new licenses may apply at the time of the order.
- The bidder shall provide licensing support including but not limited to; subscription management, renewal assistance, and technical coordination throughout the contract period to ensure uninterrupted service and effective license administration.
- All proposals must include the cost of Microsoft Teams for all Enterprise plan licenses (427 in total), ensuring uninterrupted access to Teams features for the license term.

4. Payment Terms

4.1. The total contract value shall be divided into four (4) equal quarterly installments, payable at the end of each quarter.

5. Evaluation Criteria:

5.1. The proposals will be evaluated based on the following criteria, provided that the supplier passes the technical evaluation, including compliance with the general requirements, payment terms, and the specified license types and quantities required under this TOR.

Criteria	Description	weightage
Price	The supplier offering the lowest price for the specified licenses will receive the highest score	85
Experience	Demonstrated experience in supplying and renewing Experience Microsoft licenses for organizations of similar size and complexity. The supplier must provide evidence of minimum three (3) successfully completed projects within the last 5 years	15

6. General Conditions and Notes

- The appointed consultant shall always maintain professional indemnity and public liability insurance at levels acceptable to MPL. Proof of current insurance shall be submitted at contract signature.
- All data, reports, and materials produced under this contract shall remain the intellectual property of MPL. The consultant shall not publish or disclose any project information without the prior written consent of MPL.
- The consultant shall comply with all applicable laws and regulations of the Republic of Maldives, including environmental, labor, health and safety, and anti-corruption legislation.
- Any proposed changes to key personnel after contract award require the prior written approval of MPL. Replacement personnel must meet or exceed the qualifications of the original nominee.
- The consultant shall not engage any sub-consultants for material components of the scope without the prior written approval of MPL.
- MPL reserves the right to audit the quality of the consultant's work, including attendance at field surveys.
- The consultant shall make available to MPL all raw data collected during this assignment upon request and as part of the final deliverables package.

Bid Datasheet

The following information and requirements related to **Microsoft 365 license** shall complement, supplement, or amend the provisions contained in the Instructions to Bidders. In the event of any conflict between the Instructions to Bidders, this Data Sheet, and any annexes or references attached hereto, the provisions contained in this Data Sheet shall prevail and govern.

DS No.	Data	Specific Instructions / Requirements
DS 1.	Announcement No.:	(IUL)113-PD/1/2026/65
DS 2.	Title of Tender:	Microsoft 365 license
DS 3.	Country / Region Location:	Male' / Maldives
DS 4.	Period of Bid Validity commencing on the submission date	☒ 90 days
DS 5.	Acceptable Currency of Bid	☒ Maldivian Rufiyaa (MVR)
DS 6.	Deadline for submitting requests for clarifications/ questions	Date and Time: 15th July 2026 (02:00 PM)
DS 7.	Contact Details for submitting clarifications/questions	tender@port.mv
DS 8.	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	☒ Direct communication to prospective Proposers by email
DS 9.	No. of copies of Bids that must be submitted	Original: One (1)
DS 10.	Proposal Submission Address	Maldives Ports Limited, Port Building, Boduthakurufaanu Magu, Male'
DS 11.	Deadline of Submission	Date and Time: 20th July 2026 (02:00PM)

DS No.	Data	Specific Instructions / Requirements
DS 12.	Allowable Manner of Submitting Proposals	☒ Courier/Hand Delivery ☐ Electronic submission of Bid
DS 13.	Date, time and venue for opening of Proposals	Date and Time: 20th July 2026 (02:00PM) Venue: MPL Head Office. Opening will be done internally
DS 14.	Required Documents that must be Submitted to Establish Qualification of Bidders (In "Certified True Copy" form only)	☒ Tender Submission Form ☒ Financial Proposal (Quotation) ☒ Company Profile ☒ Relevant Experience ☒ Authorized Letter ☒ Details of Company Shareholders ☒ Company Registration ☒ GST Certificate (If applicable) ☒ Tax Compliance Certificate ☒ Compliance Declarations

Announcement Number: (IUL)113-PD/1/2026/65

Bid submission Date: 20th July 2026 (02:00PM)**BID SUBMISSION FORM****Subject:**

Amount MVR with GST

Amount in Words:

Bid Validity (Days):

Company Name/Name:

Date:

Contact No:

Company Registration**No:**

(If individual ID No.)**Company Seal / Signature****Note:**

- **Without this Bid Submission form your proposal will not be accepted.**
- Please fill in all the contents in this form.
- Please submit a copy of Company Registration Certificate with this form & ID card Copy of Owners and Shareholders.
- Please submit the declaration of conflict-of-interest form
- Please include GST amount in the bid submission form and must submit copy of GST Registration Certificate
- Individuals must submit ID card copy.

CONFLICT OF INTEREST DECLARATION

To: Maldives Ports Limited (MPL)
Subject: Conflict of Interest Declaration
Date: **20th July 2026**

Tender Title: **Microsoft 365 license**
[The Bidder shall fill in and submit this form with the Bid]

I, the undersigned, as the authorized signatory for **[Insert Company Name]**, hereby declare the following:

1.1 Does your company, any director, employee, or agent of the company have any actual or potential conflict of interest with any MPL personnel, other bidders, or third parties involved in this tender?

☐ **Yes**

☐ **No**

If **Yes**, please provide details of the conflict of interest below:

Details of Conflict of Interest (if applicable):

[Insert specific details of the conflict, including any relationships or interests that may cause bias, interference, or an unfair advantage in the tender process.]

It is mandatory to declare all Conflict(s) of Interests to any Maldives Ports Limited Employee/Board of Directors/any Vendor, financial, non-financial or otherwise.

The disclosure must be made as per the table below

Employee/Director Name	NID No.	Designation & Department	Relationship

Commitment to Fairness and Ethical Conduct

1. Should we become aware of the potential for such a conflict, will report it immediately to Maldives Ports Limited.
2. That neither we, nor any of our employees, associates, agents, shareholders, partners, consultants or their relatives or associates have entered into corrupt, fraudulent, coercive or collusive practices in respect of our bid or proposal.
3. We understand our obligation to allow Maldives Ports Limited to inspect all records relating to the preparation of our bid and any contract that may result from such, irrespective of if we are awarded a contract or not.
4. That no payments in connection with this procurement exercise have been made by us or our associates, agents, shareholders, partners or their relatives or associates to any of the staff, associates, consultants, employees or relatives of such who are involved with the procurement process on behalf of Maldives Ports Limited, Client or Employer.

DECLARATION

We confirm that this declaration is made in good faith, with full understanding of its implications under the applicable laws of the Maldives.

Authorized Signatory:

Signed on behalf of [Bidder Name]:

Name: __

Position: __

Address: __

Date: __

Authorized Representative:

(Signature)

(Company Seal, if applicable)

- END -