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މާލdives ސަރުކާރުގެ ގެޒެޓް / ދިވެހިސަރުކާރުގެ ގެޒެޓް

Subject: Microsoft Office 365

The Maldives CAA wishes to hire the services of a local company to supply the following materials identified in the below table as per the specifications provided.

Lot #	Item	Description \ Specifications	Qty	Duration (Days)	Price (RF) with 6% GST (Annually)	Price (RF) with 6% GST (for 5 years)
1	Microsoft 365 Business Standard 5 Years – Unless terminated 1 month in advance of each year	Licenses to be registered under Maldives Civil aviation Authority. Create a hub for teamwork to connect teams with Microsoft Teams Desktop version of office apps Store and share files with 1TB of OneDrive cloud storage per user.	60			
	Microsoft Visio Plan 2, 5 Years - Unless terminated 1 month in advance of each year	Visio Plan 2 specified in the Microsoft 365 website.	10			
	Installation, Configuration and Migration	Planning and designing Office 365 infrastructure Installation of any appropriate license(s) if required Installation and configuration of Office 365 portal as per Microsoft best practices. MX record migration and DNS configuration Migration Office 365 authentication integration with on premise Microsoft active directory services. Migration of all current mail boxes to Office 365 Spam and malware protection configuration Personal and shared calendar configuration Email policy configuration MS outlook configuration for new office 365	1			
	Training for 2 Technical Staffs	Training on how to manage and maintain office 365	1			
					TOTAL	

Signature:

Name:

Designation:

ID Number





Submission Checklist

#	Details	<input type="checkbox"/>
1.	Submission form (this Annex)	<input type="checkbox"/>
2.	Registration copy / ID card copy	<input type="checkbox"/>
3.	GST registration certificate	<input type="checkbox"/>
4.	Tax clearance report	<input type="checkbox"/>
5.	Quotation	<input type="checkbox"/>
6.	Project Manager information / ID card copy	<input type="checkbox"/>
7.	Work experience letters/notes	<input type="checkbox"/>