

Tender Schedule

Subject: Tender for Hiring Potential Authorized Distributor/service provider/firm/Organization for supplying Microsoft 365 Business Standard and Premium (Nonprofit staff pricing) Email licenses subscription for 12 Months with service for UCEP Bangladesh.

Tender Circulation Date: 07th October 2026

Schedule collecting Date: 07th October 2026 to 15th October 2026 within 03.30PM of UCEP Head Office.

Last date of Tender submission: 18th October 2026 (within 02:00 PM).

Tender Opening date: 18th October 2026 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

Product Delivery Location: For UCEP Bangladesh.

Note: Product Specification is attached herewith.

You are requested to collect schedule from Administration Department, UCEP Head office, Plot no: 2&3, Mirpur-2, Dhaka-1216. Schedule price amount is TK 1000.00 (One Thousand Taka Only). A pay order is essential in favor of “UCEP Bangladesh” @ 2.5% of the quoted price as earnest money for the work. (Earnest Money Refundable)

Documents required for tender submission:

Qualified Suppliers/Vendors/Organizations are requested to submit below mentioned documents along with the technical and financial proposal separately in sealed envelope and drop it to our tender box which is kept at the Ground floor, UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

Required Documents are as follows:

- Copy of updated Trade License
- Copy of updated VAT Registration/BIN Registration Certificate
- Copy of Updated TIN Certificate and Last tax return-submission documents
- Latest Company Profile
- Bank Solvency certificate
- Authorization certificate (if any)
- Quoted Price-BDT
- Quotation must be submitted in the vendor's official letter head pad
- Technical and Financial Proposal must be submitted in separated sealed envelope.
- Relevant working experience certificates and work order
- And others relevant documents as required.

Other terms and conditions:

- Interested Authorized Vendors/service provider/Organizations are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Authorization distributor/Importer will get privilege to supply the product.
- Financial proposal will be considered only for Technically qualified vendors for the next step.
- UCEP Bangladesh authority reserves the rights to cancel all the proposals or accept any proposal without showing any reason.
- Mentionable that no tender will be allowed after 18th October 2026 after 02:00 PM.
- Vendor must be signed in each and every page with seal of submitted tender documents.
- **Security money to be retained from the selected contractors/suppliers @5% from the final bill as per the warranty/Guarantee period which is mentioned by manufacturer/Supplier.**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager, Supply Chain Management, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with Mr. Mohammad Shohal Bhuiyan, Manager, ICT
- UCEP Bangladesh, Plot: 2 & 3, Mirpur-2, Dhaka-1216, Mobile: 01914217543
- Pay order Original copy must be submitted with the financial proposal.



Format for price quotation

Sl.	Name of the Item	Specification	QTY	UoM	Unit Price		Total Price	
					BDT		BDT	
1	Microsoft 365 Business Standard (Nonprofit Staff Pricing) Licenses (Subscription) for 12 Months (1 Year)	Part Number: CFQ7TTCOLDPB Microsoft 365 Business Standard (Nonprofit Staff Pricing) Licenses (Subscription) for 12 Months (1 Year) Licenses will renew on UCEP Bangladesh's Microsoft tenant	280	License				
2	Microsoft 365 Business Premium (Nonprofit Staff Pricing) Licenses (Subscription) for 12 Months (1 Year)	Part Number: CFQ7TTCOLCHC Microsoft 365 Business Premium (Nonprofit Staff Pricing) Licenses (Subscription) for 12 Months (1 Year) Licenses will renew on UCEP Bangladesh's Microsoft tenant	15	License				
3	SLA for 12 Months (1 year)	Details of service deliverables are in the ToR	12	Months				
					Sub Total without VAT			
					Add VAT as per Govt Rules			
					Grand Total Including VAT & AIT as per Govt Rules			

