



TRANSPARENCY  
INTERNATIONAL  
BANGLADESH

*Social movement against corruption*

## **Invitation for Tender (IFT)**

### **Procurement of Microsoft Office LTSC Professional Plus 2024**

**IFT Ref # TIB/Proc/IFT/2025/28**

**Issued on: 26 August 2025**



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## Invitation for Tender (IFT)

Date: 26 August 2025

Ref No: TIB/Proc/IFT/2025/28

To,

.....  
.....

**Subject: Invitation for Tender (IFT) to Supply Microsoft Office LTSC Professional Plus 2024**

TIB is hereby requesting for price proposal following requirement to Supply of Microsoft Office LTSC Professional Plus 2024. Detail specifications of the products are given in the Table A.

1. A firm will be selected under *Open Tendering Method* and procedures.
2. The IFT includes the following documents:
  - A. Overview
  - B. Instruction to Tender
  - C. General Terms and Conditions
  - D. Price Proposal (Table A)
  - E. KYC Form (Appendix-4)
3. A Pre-Proposal meeting will not be held.
4. Public opening will not be held.

Yours sincerely,

**Md. Nazmul Hossain**

Coordinator - Finance & Administration, TIB

**Enclosed:** A set of the IFT document



## A. Overview

Transparency International Bangladesh (TIB) is an independent, non-government, non-partisan, and non-profit organization with a vision of Bangladesh in which government, politics, business, civil society, and the daily lives of the people shall be free from corruption. In the context of the international movement against corruption, as the fully accredited national chapter in Bangladesh of the Berlin-based Transparency International (TI), TIB partners and cooperates with TI and its chapters worldwide. TIB is committed to values of democracy, justice, rule of law, transparency, accountability, integrity, and impartiality. TIB's mission is to catalyze and strengthen a participatory social movement to promote and develop institutions, laws, and practices for combating corruption in Bangladesh and establishing an efficient and transparent system of governance, politics, and business.

The potential firms/Organizations are hereby invited to submit proposals "to supply of Microsoft Office LTSC Professional Plus 2024" through following terms and conditions.

### 1. IFT Schedule

Listed below are the key steps and estimated dates for this IFT process:

Planned Timetable	
Issue IFT	26 August 2025
Bid clarification questions from Supplier due date	31 August 2025
Deadline for reply from TIB	04 September 2025
Deadline for Bid Submission	<b>10 September 2025 on or before 3:00pm to TIB Tender Box</b>
Bid Opening Date	10 September 2025 at 03:30 pm
Bid Evaluation & Due-Diligence Check	17 September 2025
Notification of Award Contracts	22 September 2025
Commence of Contract (Contract Start from)	28 September 2025



## 2. Financial Documents

**Financial Proposal (Table A)**

Sl. #	Name of Products	Specifications	Unit	Qty.	Unit Price (BDT) incl. VAT	Total Price (BDT) incl. VAT
01	Microsoft Office LTSC Professional Plus 2024	<p>Microsoft Office LTSC Professional Plus 2024</p> <p>This version includes essential Office applications such as Word, Excel, PowerPoint, Outlook, Access, and OneNote.</p> <p>Supported Platforms:</p> <p>Windows 11* (ARM64 &amp; x64-bit)</p> <p>Windows 10 (x64-bit, x86 (32-bit), and ARM64)</p> <p>Windows Server 2022 Datacenter (x64-bit)</p> <p>Windows Server 2025 Datacenter (x64-bit)</p> <p>License Type: Perpetual (One-Time Purchase)</p> <p>Pricing Model: Non-Profit volume licensing model (NGO Price)</p> <p>Part Number: DG7GMGF0PN5F (Charity Perpetual License)</p> <p>(Bidder should submit NGO Pricing as TIB is enlisted in Microsoft Portal for NGO benefit &amp; should push Digital /E-License on TIB's 365 Tenant (NGO Portal).</p> <p>Bidder should provide required related Support &amp; Services.</p>	No.	137		
<b>Total Taka</b>						
<b>Taka in Word:</b>						
<b>Delivery Lead Time (days):</b>						

**Note: Total order quantity may vary depending on the organization's needs.**

For other detailed specifications additional papers may be affixed.



## B. Instruction to Tender (ITT):

1. **Bid Clarification:** For any clarification or queries, please contact through email - [ariful@ti-bangladesh.org](mailto:ariful@ti-bangladesh.org) or [kabir.sarker@ti-bangladesh.org](mailto:kabir.sarker@ti-bangladesh.org).
2. **Proposal Validity:** Proposals shall remain valid for the period sixty (60) days.
3. TIB invites organizations/firms to demonstrate their interest in providing items hereinafter mentioned in this IFT and to provide information with documentary evidence as applicable to establish that they have-

i.	Company Profile
ii.	Tender Security 1% of bid amount
iii.	Copy of updated trade license
iv.	Copy of TIN certificate along with the Tax Return Certificate/ Acknowledgement Receipt/equivalent for the assessment year 2024-2025
v.	Copy of VAT Registration Certificate/ BIN
vi.	Know Your Customer (KYC) Form, completed and signed - please see <b>Appendix 4: KYC Form</b>
vii.	A minimum of 2 years' experience in relevant supply business
viii.	Bank solvency certificate (updated)
ix.	A duly completed and signed financial offer to be submitted as per financial template.
x.	Supplier submit IFT documents with seal, signature and date.

*Note: Bidder must submit the above mentioned documents with their submission. Failing to submit the above documents will be treated as non-responsive.*

4. **Submission of Tender:** Complete sealed bid documents shall be delivered at TIB Office. Tender/ Proposal shall enclose and seal the original in one (1) envelope of the Proposal, duly mention Email Address and Phone Number of Tenderer and marked as 'CONFIDENTIAL'.

In order for proposals to be considered valid, they must be submitted at the below Office Address not later than **3:00 pm, 10 September 2025**. Proposals submitted after the time and date specified above may, at TIB's sole discretion, be rejected and will remain unopened, destroyed, and eliminated from consideration. Please do not send your IFT responses to any TIB employee. Responses sent to any other location other than the below address will not be valid and as such, shall not be considered.

5. **Tender Submission Address:** Tenders to be submitted through hard copy to the below address:

Office Name - Transparency International Bangladesh  
Office Address - MIDAS CENTER (Level 4 & 5), House No. 05,  
Road No. 16 (Old 27), Dhanmondi, Dhaka 1209.

6. **Bid Opening:** TIB Procurement Committee will open the Proposals shortly after the bid submission deadline. Bidder shall have legal capacity to enter into Contract. Bidder, in support of its qualification shall be required to submit latest documents.



## 7. Bid Evaluation Criteria:

### 7.1. Eligibility Criteria (Mandatory / Pre-Qualification)

Bidders must meet the following conditions to proceed to technical and financial evaluation:

Criteria	Requirement	Compliance (Yes/No)
Legal entity	Registered company	
License type	Must offer genuine, perpetual, volume licenses	
Experience	Minimum 2 years of experience in software licensing selling	
Tax compliance	Valid trade license, VAT, and tax clearance certificate	

### 7.2. Technical Evaluation (Total: 40 Points)

Only bids meeting all eligibility criteria will be evaluated technically.

Criteria	Maximum Points	Evaluation Basis
Compliance with specifications	20	Must offer Microsoft Office Professional Plus 2024 (genuine, latest version, volume licensing)
Delivery time	10	Faster delivery gets higher score (e.g., within 5 working days = full marks)
Past performance	10	Based on previous contracts with similar organizations or institutions (e.g., one contract = 2 marks, 5 contracts need for full marks)

Minimum Technical Score to Qualify for Financial Evaluation: 25/40

### 7.3. Financial Evaluation (Total: 60 Points)

Criteria	Maximum Points	Evaluation Basis
Price competitiveness	50	Lowest evaluated price gets full marks; others scored proportionally
Value-added services	10	e.g., free setup, documentation, etc.

### 7.4. Total Score = Technical (40) + Financial (60) = 100

The bidder with the highest total score will be recommended for award, subject to final approval and verification.

- Declaration:** The bidder is required to voluntarily disclose at the time of bidding if any of its sister concerns/ group companies/ relatives are directly or indirectly participating in this IFT.
- Negotiation:** Negotiations may be held after completion of the evaluation process and determination of the lowest evaluated bidder (highest combined scorer), if highest combined scorer's evaluated proposal exceeds estimated budget. Such Negotiation shall be recorded in the form of writing. Either alternatively with the consequently other (highest combined scorer) evaluated bidders (ranked as nos. 1, 2, 3 and so on) until completion of successful negotiation.
- Acceptance of Terms:** All the terms and conditions of this IFT shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified and agreed upon otherwise.
- Ownership of Proposals:** All documentation, including proposals, submitted to TIB will become the property of TIB.
- Use of Invitation for Tender:** This document or any portion thereof, is the property of TIB and may not be used or copied for any purpose other than the submission of the Bidder's proposal.



13. **Bidder Exception Notice:** If the Bidder believes that either the process or evaluator is biased or partial (either for or against) then Bidder is to provide Notice of this exception (in writing) to TIB for assessment and action.
14. **Tender Security:** Vendor must submit tender security money 1% of bid value in favor of Transparency International Bangladesh in form of DD/pay order from any schedule bank along with their proposal as tender security money. Tender security money of non-responsive Tenders shall be returned immediately after approval of the Evaluation Report. Tender securities of the responsive bidders shall be returned only after the recommended awarded responsive bidder has signed the contract and upon submission of performance security. Tender security will be forfeited if awarded vendor decline to receive and sign contract to supply stipulated items.
15. **Performance Security:** The selected vendor shall submit Performance Security Ten Percent (10%) of the total awarded amount to TIB in the form of a Bank Draft, Pay Order or a Bank Guarantee from any scheduled bank of Bangladesh for twelve months' validity period (or equivalent time of contract period). If the intended completion date is to be extended, validity of the Performance Security shall be extended for the further period as per requirement of TIB. Performance Security (part or full) will be forfeited if awarded vendor failed to deliver goods/items/products as per contract.
16. **Liquidity Damage:** If supplier unable to supply within deadline without justifiable ground the Liquidated Damage may be applied and calculated at 0.1% per day or part thereof for delays from mentioned delivery date until actual delivery, up to a maximum deduction of 10% from the contract price.
17. **Calculation Error Adjustment:**
  - a. Any discrepancy between the unit price and the total price would be re-computed by TIB. The unit price will be prevailing, and the total price shall be corrected.
  - b. VAT & AIT and other indirect calculations not shown/mentioned, will be considered as included in the total price. If the supplier does not accept the final price based on TIB's re-computation and correction of errors (if any), the submitted response to this IFT will be rejected.
18. **Payment Terms:**
  - a. Payment will be made within 20 working days after submission of valid invoice and satisfactory delivery.
  - b. All payments will be made through electronic transfers directly to the designated bank account.
  - c. Deduction of Income Tax and VAT will be applicable as per prevailing Government rules and regulations.
  - d. TIB will not be responsible for payment to the vendor of any undelivered service.
19. **Safeguarding and Child Labor:** Vendor shall comply locally applicable law regarding child labor. Vendor shall adhere TIB's Safeguarding Policy while processing and complete this order. Please find Safeguarding Policy in this link: <https://www.ti-bangladesh.org/articles/policies/832>.

Thanking you,

Md. Nazmul Hossain

Coordinator - Finance and Administration



## C. General Terms and Conditions

1. **Acceptance of Terms:** All the terms and conditions of this IFT shall be deemed to be accepted by the Bidder and incorporated in its proposal unless specifically notified otherwise.
2. **Communication and Notices:** Communications between Parties (notice, request or consent required or permitted to be given or made by one party to the other) pursuant to the Contract shall be in writing to the below address; **Transparency International Bangladesh (TIB), House 5, MIDAS Center 4<sup>th</sup> & 5<sup>th</sup> floors, Road 16 (new) 27 (old), Dhanmondi, Dhaka 1209.** All notice & Communication shall be address to **Coordinator, Finance and Administration.** A notice shall be effective when delivered or on the notice's effective date, whichever is later.
3. **Severability:** If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
4. **Tender Withdrawal or Modification or Substitution:** A tenderer may withdraw, modify or substitute its tender after it has been submitted by sending a written notice, duly signed by the original authorized representative. The written notice must be marked a 'WITHDRAWAL', 'MODIFICATION or SUBSTITUTION' in a sealed envelope clearly identifying relevant tender. Tenderer may wish to replace or amend a tender which has been submitted but where the due return date has not yet passed. An offer, which clearly replaces all, or part of one already submitted should be accepted provided it arrives before the due date and meets all the other requirements for receipt of tenders.
5. **Clients Obligation:** The submission and receipt of proposals does not obligate TIB in any way in terms of any costs incurred by Bidders in the preparation, presentation or any other aspect of the proposals received by reason of this request, nor is TIB obligated to negotiate separately with any sources whatsoever in any manner necessary to serve Bidder's best interests. TIB makes no representation, implied or express, that it will accept and approve any proposal submitted. Any and all Contracts which result from this IFT shall be non-exclusive, as-ordered agreements.
6. **Documents Forming the Contract in Order of Precedence:** The following documents forming the Contract shall be interpreted in the order of priority:
  - (a) the Contract Agreement;
  - (b) the Terms of Condition of IFT;
  - (c) the Table A (Price Proposal Template);
7. **Contractual Ethics:** No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Proposal or the contract, shall have been given or received in connection with the selection process or in the Contract execution.
8. **Relation between the Parties:** Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between the Client and the Supplier/Service Provider. The Supplier/Service Provider, subject to this Contract, has complete charge of Personnel, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.
9. **VAT and Taxes:** The Supplier shall pay such VAT, taxes, duties, fees, levies and other charges under the Applicable Law, the amount of which is deemed to have been included in the Contract Price unless otherwise exempted by the Government.
10. **Effective Date:** This Contract shall come into effect on the date the Contract is signed by both parties. The date the Contract comes into effect is defined as the Effective Date.
11. **Termination of the contract for failure to become effective:** If the Contract has not become effective within **Five (5)** working days after the date of the Contract signed by the Parties, either Party may, by not less than **Seven (7)** days written notice to the other Party, declare this Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.





- 12. Modifications or Variations:** The Client may notify the Supplier to alter, amend, omit, add to, or otherwise vary the services, provided that the changes in the Services involved are necessary for the satisfactory completion of the assignment. Any modification or variation of the terms and conditions of the Contract, including any modification or variation of the Scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposals for modification or variation made by the other Party.
- 13. Standard of Performance:** The Supplier shall:
  - a. perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods etc.;
  - b. always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and;
- 14. Conflict of Interest:** The Supplier shall hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.
- 15. Confidentiality:** Except with the prior verbal or written consent of the Client, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.
- 16. Proprietary Rights on Documents Prepared by the Supplier/Service Provider:** All plans, source code, diagrams, hardware, drawings, specifications, designs, statistics, reports, other documents, data and software compiled or found by the Supplier for the Client under this Contract shall become and remain the absolute property of the TIB.
- 17. Assistance:** The Client shall use its best efforts to ensure to provide the Supplier and Personnel with documents as shall be necessary to enable the Supplier or Personnel to perform the Services.
- 18. Payment Method:** Through Bank Transfer (BEFTN)/ Crossed Check by 20 working days after receiving the satisfactory delivery and invoice / GRN/ Delivery challan.
- 19. Interim Payment:** n/a.
- 20. Final Payment:** The final payment under this Clause shall be made only after the successful completion of delivery of products/service, identified as such, shall have been submitted by the Supplier/ Supplier and approved as satisfactory by the Client. The Goods/Services shall be deemed completed and finally accepted by the Client.
- 21. Amendment to the Contract:** The amendment to Contract shall generally include extension of time to the Intended Completion Date, increase or decrease in original Contract price and any other changes duly justified and approved under the Conditions of the Contract. The Client contracting, shall amend the Contract incorporating the required approved changes subsequently introduced to the original Terms and Conditions of the Contract in line with the Rules.
- 22. Suspension of Payments:** The Client may, by written notice of suspension to the Supplier/Supplier/Service Provider, suspend all or part of the payments to the Supplier hereunder if the Supplier fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension shall specify the nature of the failure.
- 23. Completion of Services:** The Supplier shall carry out the Services in accordance with the approval of the Client and complete them by the Intended Completion Date.
- 24. Early Warning:** If at any time during performance of the Contract, the Supplier should encounter events, circumstances conditions that may adversely affect the quality of the work, that delay the execution of the Services, the Supplier shall promptly notify the Client of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier/Service Provider's notice, the Client shall evaluate the situation, and the Supplier shall cooperate with the Client in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced.



- 25. Extension of the Intended Completion Date:** In the event the Supplier is unable to complete the assignment by the Intended Completion Date it may request the Client to extend the Intended Completion Date giving reasons. The Client shall extend the Intended Completion Date if the reasons given by the Supplier/Supplier/Service Provider, are found acceptable. The Client shall, however, decide by how much to extend the Intended Completion Date.
- 26. Good Faith:** The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.
- 27. Termination for Default:** The Client or the Supplier/Service Provider, without prejudice to any other remedy for breach of Contract, by notice of default sent to the other party, may terminate the Contract in whole or in part if the other party causes a fundamental breach of contract. In such an occurrence one party shall give not less than 30 (**Thirty**) calendar days' written notice of termination to the both party.
- 28. Force Majeure:** Means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, political turmoil, wars or revolutions, fires, floods, epidemics, quarantine restrictions, other disaster and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 29. Amicable Settlement:** The Client and the Supplier shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
- 30. Arbitration:** If the Parties are unable to reach a settlement within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either Party may give notice to the other party of its intention to commence arbitration. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Services under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force at the location specified in the PCC.

Notwithstanding any reference to arbitration herein

- (i) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (ii) the Client shall pay the Supplier any monies due the Supplier if justified by the approval client's authority.

Thanking you,

**Md. Nazmul Hossain**

Coordinator - Finance & Administration, TIB