

## ICT-01-2026 – 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 2026 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:

- 133 units of Microsoft365 E3 license
- 4 units of Exchange Online Plan 1
- 1 unit of Exchange Online Plan 2
- 1 unit of Power Automate Premium
- 60 units of PowerBI Pro
- 20 units of Microsoft365 CoPilot (For uses with E3 and/or Business Premium)

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: 133

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

Item 2

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

Qty: 4

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

Item 3

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 4

Power Automate Premium (per user) for annual renewal

Qty: 1

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

Item 5

PowerBI Pro (per user) for annual renewal

Qty: 60

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

Item 6

Microsoft 365 Copilot (per user) for annual renewal

Qty: 20

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

## 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 2026.

## 3. Quotation Validity

Quotations submitted must be valid until 28<sup>th</sup> February 2026.

## 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 5<sup>th</sup> January 2026 and 19<sup>th</sup> January 2026. All quotes sent after 19<sup>th</sup> January 2026, 4pm (GMT+8) will be rejected.

For any further enquiries and submission, please email to [ict.tenders@isca.org.sg](mailto:ict.tenders@isca.org.sg) with the subject "ICT-01-2026" before the closing date.

Closing date: 19<sup>th</sup> January 2026, 4pm.

*Changes made on 13 January 2026 - On Microsoft 365 CoPilot description, from Microsoft 365 CoPilot Business to Microsoft 365 CoPilot to reflect the licensing name and change Microsoft made in January 2026.*