



BCPCL

**Bangladesh-China Power Company Ltd.
A Joint Venture of CMC & NWPGCL**

**REQUEST FOR QUOTATION
FOR
Procurement of Microsoft Licenses for BCPCL**

**BANGLADESH-CHINA POWER COMPANY LIMITED
(A Joint Venture of CMC and NWPGCL)
UTC Building (Level-05), 8 Panthapath,
Kawran Bazar, Dhaka-1215, Bangladesh**

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1209.01

Issued On: December 09, 2025

Submission Deadline: December 17, 2025 on or before 12:00PM.





BCPCL
Bangladesh-China Power Company Ltd.
A Joint Venture of CMC & NWPGL

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To

1. Bangladesh-China Power Company Limited has been allocated funds and intends to apply a portion of the funds to eligible payments under the Contract for which this Quotation Document is issued.
2. Detailed Specifications for the intended goods and related services are available in the office of the Procuring Entity for inspection by the potential Quotationers during office hours on all working days.
3. Quotation shall be prepared and submitted using the 'RFQ Document'.
4. Quotation shall be completed properly, duly signed-dated each page by the authorized signatory and submitted by the date to the office as specified in Para 6 below.
5. No Securities such as Quotation Security (i.e. the traditionally termed Earnest Money, Tender Security) and Performance Security shall be required for submission of the Quotation and delivery of the Goods (if awarded) respectively.
6. Quotation in a sealed envelope or by fax or through electronic mail on or before **December 17, 2025, 12:00PM**. The envelope containing the Quotation must be clearly marked "**Procurement of Microsoft Licenses for BCPCL**" and "DO NOT OPEN before **December 17, 2025, 12:30 PM**". Quotations received later than the time specified herein shall not be accepted.
7. Quotations received by fax or through electronic mail shall be sealed-enveloped by the Procuring Entity duly marked as stated in Para 6 above and, all Quotations thus received shall be sent to the Evaluation Committee for evaluation, without opening, by the same date of closing the Quotation.
8. The Procuring Entity may extend the deadline for submission of Quotations on justifiably acceptable grounds duly recorded subject to threshold of ten (10) days.
9. All Quotations must be valid for a period of at least 60 (Sixty) days from the closing date of the Quotation.
10. No public opening of Quotations received by the closing date shall be held.
11. Quotationer's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law, if the Contract is awarded.



12. Rates shall be quoted and, subsequent payments under this Contract shall be made in BDT. The price offered by the Quotationer, if accepted shall remain fixed for the duration of the Contract.
13. Quotationer shall have legal capacity to enter into Contract. Quotationer, in support of its qualification shall be required to submit certified photocopies of latest documents related *to updated valid Trade License, Tax Identification Number (TIN), VAT Registration Number and Manufacturer's Authorization Letter from Microsoft* without which the Quotation may be considered non-responsive.
14. Quotations shall be evaluated based on information and documents submitted with the Quotations, by the Evaluation Committee and, at least three (3) responsive Quotations will be required to determine the lowest evaluated responsive Quotations for award of the Contract.
15. In case of anomalies between unit rates or prices and the total amount quoted, the unit rates or prices shall prevail. In case of discrepancy between words and figures the former will govern. In case of quotation submitted on Lump-sum basis, if anomalies found between figures and words, the words will prevail. Quotationer shall remain bound to accept the arithmetic corrections made by the Evaluation Committee.
16. The Supplier must be fully engaged within 03 days of issuing the Purchase Order and must provide the licenses no later than 31 December 2025, in accordance with the Terms and Conditions.
17. The Purchase Order that constitutes the Contract binding upon the Supplier and the Procuring Entity shall be issued within **7 days** of receipt of approval from the Approving Authority.
18. The Procuring Entity reserves the right to reject all the Quotations or annul the procurement proceedings.

[Signature]
09/12/2025

Rashed Morshed
Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.
e-mail: rashedmorshed@bcpcl.org.bd

Distribution:

1. Notice Board.
2. Office File.



Quotation Submission Letter

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1209.01

Issued On: December 09, 2025

Superintending Engineer (Procurement)

Bangladesh-China Power Company Limited

UTC Building (Level-05), 8 Panthapath, Kawran Bazar,
Dhaka-1215, Bangladesh.

I/We, the undersigned, offer to execute in conformity with the Conditions of Contract for execution of the Works and physical services named **Procurement of Microsoft Licenses for BCPCL**.

The total Price of my/our Quotation is BDT

In Words:

My/Our Quotation shall remain valid for the period stated in the RFQ Document and it shall remain binding upon us and, may be accepted at any time prior to the expiration of its validity period.

I/We declare that I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices. Furthermore, I/we am/are aware of Para 25 (b) of the Terms and Conditions and pledge not to indulge in such practices in competing for or in executing the works.

I/We am/are not submitting more than one Quotation in this RFQ process in my/our own name or other name or in different names. I/We understand that your written invitation to sign the Contract shall become binding upon us, until a formal Contract is signed.

I/We have examined and have no reservations to the RFQ Document issued by you on **December 09, 2025**.

I/We understand that you reserve the right to reject all the Quotations or annul the procurement proceedings without incurring any liability to me/us.



Signature of Quotationer with Seal
Date:

Price Schedule of Goods and Related Services

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1209.01

Issued On: December 09, 2025

Sl.	Description of Work	Unit	Qty	Unit Price in BDT (Including VAT & IT)	Total Price in BDT (Including VAT & IT)
1	2	3	4	5	6
1	Microsoft 365 Apps for business <ul style="list-style-type: none"> • Full desktop versions of Word, Excel, PowerPoint, Outlook, OneNote • PC-only apps: Publisher, Access • Installation on up to 5 PCs/Macs + 5 tablets + 5 phones • 1 TB OneDrive for Business • Monthly feature updates • No Exchange Online, SharePoint, or Teams • No business email service 	License	02		
2	Microsoft 365 Business Basic (No Teams) <ul style="list-style-type: none"> • Web and mobile versions of Word, Excel, PowerPoint, Outlook • 50 GB mailbox (Exchange Online) • 1 TB OneDrive for Business • SharePoint Online • Microsoft Forms, Planner, Lists, Bookings • No desktop Office apps • Microsoft Teams excluded 	License	20		
3	Microsoft 365 Business Basic <ul style="list-style-type: none"> • Web and mobile versions of Word, Excel, PowerPoint, Outlook • Microsoft Teams (chat, meetings, calling) • 50 GB Exchange Online mailbox • 1 TB OneDrive for Business • SharePoint Online • Forms, Planner, Stream, Lists • No desktop Office apps 	License	105		
4	Microsoft 365 Business Standard <ul style="list-style-type: none"> • Everything included in Business Basic • Full desktop Office apps (Word, Excel, PowerPoint, Outlook, OneNote) • PC-only apps: Publisher, Access • Installable on multiple devices per user • Teams, SharePoint, OneDrive, Exchange included 	License	65		
5	Microsoft 365 Business Premium <ul style="list-style-type: none"> • Everything in Business Standard • Microsoft Defender for Business (endpoint security) • Intune (Mobile & PC device management) • Azure AD Premium P1 (Conditional Access, MFA policies) • Data Loss Prevention (Email & OneDrive) 	License	10		



Price Schedule of Goods and Related Services

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1	2	3	4	5	6
	<ul style="list-style-type: none"> • Security baselines, device compliance enforcement • Ideal for organizations requiring advanced security 				
6	Microsoft 365 Copilot Business <ul style="list-style-type: none"> • AI assistance across Word, Excel, PowerPoint, Outlook, Teams Desktop and office app • Requires a compatible Microsoft 365 base license • Generates content, summaries, emails, presentations, and insights • Uses Microsoft Graph for secure organizational data access • Enterprise-grade compliance & security 	License	2		
7	Windows 11 Pro GGWA (CSP Perpetual) <ul style="list-style-type: none"> • Latest business-grade 64-bit operating system • Requires TPM 2.0 • BitLocker device encryption • Windows Hello for Business authentication • Remote Desktop host • Group Policy & enterprise device management support • Hyper-V virtualization • License availability: Can be managed and viewed through Microsoft 365 Admin Center (under "Your Products" for organizations using Microsoft Business licensing) 	License	2		
8	Dynamics 365 Business Central Essentials <ul style="list-style-type: none"> • Core ERP functionality for financial and operational management • General Ledger, Accounts Payable/Receivable, Fixed Assets • Sales order and purchase order management • Inventory and warehouse management • Project/job management • Basic CRM (contacts & opportunities) • Multi-company and multi-currency support • Cloud-based ERP for SMEs 	License	15		
9	Dynamics 365 Business Central Team Members <ul style="list-style-type: none"> • Read-only access to most BC records • Approval workflows access (purchase, requests, etc.) • Limited write permissions (up to 15 designated actions) • Time and expense entry • Requires at least one Essentials/Premium license in the tenant 	License	30		



Price Schedule of Goods and Related Services

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Sl.	Description of Work	Unit	Qty	Unit Price in BDT (Including VAT & IT)	Total Price in BDT (Including VAT & IT)
1	2	3	4	5	6
10	Power BI Premium Per User <ul style="list-style-type: none"> Dedicated enterprise analytics capacity Large dataset storage & faster refresh rates AI-powered analytics and advanced data modeling Paginated reports + Power BI Report Server Organization-wide sharing without individual Pro licenses Suitable for enterprise dashboards and high-volume reporting 	License	1		
Total price Including TAX & VAT					

Note: 01. The supplier must ensure uninterrupted service until 31 December 2026, or until the next license renewal date - whichever is later.

02. The supplier must keep provision to provide training to BCPCL on the Microsoft 365 Admin Center and Microsoft 365 products, as required or requested, to ensure proper understanding and effective use of the platform.

Total Price Including VAT & IT (in words)	
Goods to be supplied to	Department of ICT, BCPCL Corporate Office, UTC building, Level-05, 8 Panthapath, Kawranbazar, Dhaka-1215.
Delivery Offered	03 (three) days from the date of issuing purchase order

[Insert number] number corrections made by me/us have been duly initialed in this BoQ.

Signature of the Quotationer with Seal	Date:
Name of the Quotationer	

Note:

- Col. 1, 2, 3 & 4 to be filled in by the Procuring Entity and Col. 5 & 6 by the Quotationer.
- Rates or Prices shall include profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges earlier paid or to be paid under the Applicable Law, if the Contract is awarded; including transportation, insurance etc. Whatsoever



Technical Specification of Goods and Related Services

Issued Ref.: BCPCL/Procurement/Rfq/2025-26/1209.01

Issued On: December 09, 2025

Sl.	Description of Work	Unit	Qty	Bidder's Technical Offer
1	2	3	4	5
1	Microsoft 365 Apps for business <ul style="list-style-type: none"> • Full desktop versions of Word, Excel, PowerPoint, Outlook, OneNote • PC-only apps: Publisher, Access • Installation on up to 5 PCs/Macs + 5 tablets + 5 phones • 1 TB OneDrive for Business • Monthly feature updates • No Exchange Online, SharePoint, or Teams • No business email service 	License	02	
2	Microsoft 365 Business Basic (No Teams) <ul style="list-style-type: none"> • Web and mobile versions of Word, Excel, PowerPoint, Outlook • 50 GB mailbox (Exchange Online) • 1 TB OneDrive for Business • SharePoint Online • Microsoft Forms, Planner, Lists, Bookings • No desktop Office apps • Microsoft Teams excluded 	License	20	
3	Microsoft 365 Business Basic <ul style="list-style-type: none"> • Web and mobile versions of Word, Excel, PowerPoint, Outlook • Microsoft Teams (chat, meetings, calling) • 50 GB Exchange Online mailbox • 1 TB OneDrive for Business • SharePoint Online • Forms, Planner, Stream, Lists • No desktop Office apps 	License	105	
4	Microsoft 365 Business Standard <ul style="list-style-type: none"> • Everything included in Business Basic • Full desktop Office apps (Word, Excel, PowerPoint, Outlook, OneNote) • PC-only apps: Publisher, Access • Installable on multiple devices per user • Teams, SharePoint, OneDrive, Exchange included 	License	65	
5	Microsoft 365 Business Premium <ul style="list-style-type: none"> • Everything in Business Standard • Microsoft Defender for Business (endpoint security) • Intune (Mobile & PC device management) • Azure AD Premium P1 (Conditional Access, MFA policies) • Data Loss Prevention (Email & OneDrive) • Security baselines, device compliance enforcement • Ideal for organizations requiring advanced security 	License	10	



Technical Specification of Goods and Related Services

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1	2	3	4	5
6	Microsoft 365 Copilot Business <ul style="list-style-type: none"> • AI assistance across Word, Excel, PowerPoint, Outlook, Teams Desktop and office app • Requires a compatible Microsoft 365 base license • Generates content, summaries, emails, presentations, and insights • Uses Microsoft Graph for secure organizational data access • Enterprise-grade compliance & security 	License	2	
7	Windows 11 Pro GGWA (CSP Perpetual) <ul style="list-style-type: none"> • Latest business-grade 64-bit operating system • Requires TPM 2.0 • BitLocker device encryption • Windows Hello for Business authentication • Remote Desktop host • Group Policy & enterprise device management support • Hyper-V virtualization • License availability: Can be managed and viewed through Microsoft 365 Admin Center (under "Your Products" for organizations using Microsoft Business licensing) 	License	2	
8	Dynamics 365 Business Central Essentials <ul style="list-style-type: none"> • Core ERP functionality for financial and operational management • General Ledger, Accounts Payable/Receivable, Fixed Assets • Sales order and purchase order management • Inventory and warehouse management • Project/job management • Basic CRM (contacts & opportunities) • Multi-company and multi-currency support • Cloud-based ERP for SMEs 	License	15	
9	Dynamics 365 Business Central Team Members <ul style="list-style-type: none"> • Read-only access to most BC records • Approval workflows access (purchase, requests, etc.) • Limited write permissions (up to 15 designated actions) • Time and expense entry • Requires at least one Essentials/Premium license in the tenant 	License	30	
10	Power BI Premium Per User <ul style="list-style-type: none"> • Dedicated enterprise analytics capacity • Large dataset storage & faster refresh rates • AI-powered analytics and advanced data modeling • Paginated reports + Power BI Report Server 	License	1	



Technical Specification of Goods and Related Services

Issued Ref.: BCPCL/Procurement/RFQ/2025-26/1209.01

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Sl.	Description of Work	Unit	Qty	Bidder's Technical Offer
1	2	3	4	5
	<ul style="list-style-type: none">• Organization-wide sharing without individual Pro licenses• Suitable for enterprise dashboards and high-volume reporting			

Scope of Services and Standards:

1. Licenses must be renewed by 31 December 2025.
2. The supplier must be engaged by 26 December 2025 to allow adequate time for server or admin panel setup. All required configurations must be completed at least three days before the renewal date.
3. The supplier must ensure uninterrupted service until 31 December 2026, or until the next license renewal date - whichever is later.
4. To ensure reliable service delivery, provisions such as tender security money or 2–3 months of retention money may be incorporated as necessary.
5. The supplier must keep provision to provide training to BCPCL on the Microsoft 365 Admin Center and Microsoft 365 products, as required or requested, to ensure proper understanding and effective use of the platform.



**Purchase Order
FOR
Procurement of Microsoft Licenses for BCPCL**

Purchase Order No. :

Date:

To:

Purchase Order Value: BDT

Taka in words:

Completion date of delivery:

Delivery terms:

- (a) The items shall be supplied as per the instructions and supervision of BCPCL within the above completion date. BCPCL reserves the right to cancel the Purchase Order in case the supplier fails to supply the items within the stipulated date.
- (b) VAT/Taxes, as applicable, shall be deducted at source as per law;
- (c) Payment shall be made after satisfactory completion of supply and certification of Concerned Authority.
- (d) Goods shall be delivered as per approved specification.

Hence, you are requested to supply the below mentioned goods on the terms and conditions as stipulated in the Purchase Order.

Sl. No.	Item Description	Unit of Measurement	Qty	Unit Price in BDT (Including VAT & TAX)	Total Price in BDT (Including VAT & TAX)
Total Amount (BDT)					

Thanking you,

By the approval of authority,

(Rashed Morshed)

Superintending Engineer (Procurement)
Bangladesh-China Power Company Limited
Level#5, UTC Building, 8 Panthapath, Kawran Bazar
Dhaka-1215, Bangladesh



Terms and Conditions for Procurement of Microsoft Licenses for BCPCL

1. Terms and Conditions contained herein shall be binding upon both the Procuring Entity and the Supplier for the purpose of administration and management of this Contract.
2. Implementation and interpretation of these Terms and Conditions shall, in general, be under the purview of Procurement Procedures of BCPCL.
3. The Supplier must be fully engaged within 03 days of issuing the Purchase Order and must provide the licenses no later than 31 December 2025, in accordance with the Terms and Conditions.
4. The Supplier shall be entitled to an extension of the Delivery Schedule if the Procuring Entity delays in receiving the Goods and related services or if Force Majeure situation occurs or for any other reasons acceptable to the Procuring Entity on justifiable grounds duly recorded.
5. All delivery under the Contract shall at all times be open to examination, inspection, measurements, testing, commissioning, and supervision of the Procuring Entity or his/her authorized representative.
6. The Procuring Entity shall check and verify the delivery made by the Supplier in conformity with the Technical Specifications and notify the Supplier of any Defects found.
7. If the licenses are found to be invalid, non-functional, or not aligned with the required specifications, the Procuring Entity may reject the supply by providing written notice to the Supplier with appropriate justification.
8. The Supplier shall be entirely responsible for payment of all taxes, duties, fees, and such other levies under the Applicable Law.
9. Notwithstanding any other practice, payment shall be based on the actual delivery and activation of the licenses in accordance with the approved quantity listed in the Price Schedule and Specifications. One-time 100% payment shall be made upon submission and acceptance of the Delivery Challan or Work Completion Certificate. The Supplier must submit the invoice within one (01) month of acceptance.
10. The Supplier's rates or prices shall be inclusive of profit and overhead and, all kinds of taxes, duties, fees, levies, and other charges to be paid under the Applicable Law.
11. The total Contract Price is BDT [insert figure] [in words].
12. The licenses must be delivered in intact form (e.g., digital license keys, activation details, or admin portal assignment). Any necessary verification and initial configuration must be completed in the presence of BCPCL's authorized personnel.
13. No retention money shall be deducted. Full payment will be processed upon successful delivery and completion of required activation or configuration tasks.
14. The Supplier shall resolve any license-related issues (e.g., activation problems, mismatches, non-assignable licenses) reported by the Procuring Entity within 01 days of receiving notification.
15. The minimum Warranty Period of the Supplies shall be **12 months** starting from the date of completion of delivery in the form of submission by the Supplier and acceptance by the Procuring Entity, of the Goods Receiving Certification.
16. The Warranty Period may be extended for as long as the Defects notified by the Procuring Entity remain to be corrected.



17. If the Supplier has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity shall assess the cost of having the Defects corrected by it, and the Supplier shall remain liable to pay the expenditures incurred on account of correction of such Defects.
18. The Supplier shall remain liable to fulfil the obligations under the Applicable Law.
19. The Supplier shall keep the Procurement Entity harmless and indemnify from any claim, loss of property or life to himself/herself, his/her workmen or staff, any staff of the Procurement Entity or any third party while delivering the Goods and related services.
20. Any claim arising out of delivery of Goods and related services shall be settled by the Supplier at his/her own cost and responsibility.
21. Any claim arising from the delivery, activation, or functionality of the licenses and related services shall be settled by the Supplier at their own cost and responsibility.
22. Any issues or service disruptions arising from the Supplier's delivery or configuration process shall be remedied by the Supplier at no additional cost to the Procuring Entity.
23. The Procuring Entity contracting shall amend the Contract incorporating required approved changes subsequently introduced to the original Terms and Conditions in line with the applicable law, where necessary.
24. The Procuring Entity may, by written Notice sent to the Supplier, terminate the Contract in whole or in part at any time, if the Supplier:
 - a. fails to deliver Goods and related services as per Delivery Schedule and Specifications.
 - b. in the judgement of the Procuring Entity, has engaged in any corrupt, fraudulent, collusive or coercive practices in competing for or in delivery of goods and related services.
 - c. fails to perform any other obligation(s) under the Contract.
25. The Procuring Entity and the Supplier shall use their best efforts to settle amicably all possible disputes arising out of or in connection with this Contract or its interpretation.
26. The Supplier shall be subject to, and aware of provision on corruption, fraudulence, collusion and coercion with the applicable law.

