



Central Information Technology Office

Ministry of Finance

Corner Dry Creek Mountain View Boulevard Belmopan

Telephones: 501 822-2406/08-20708 • Email: contact@cito.gov.bz

TENDER FOR THE SUPPLY OF MICROSOFT 365 LICENSES FOR THE GOVERNMENT OF BELIZE

1. The Government of Belize, acting through the Central Information Technology Office, now invites Tenders for the supply of Microsoft 365 Licenses for the Government of Belize. The subscription period required is for one (1) year.
2. Procurement of the goods will be conducted through Open Tendering Procedure.

3. Terms of Reference

3a. Technical specifications

The scope of work includes the provision of Microsoft Licenses for the products listed in the table below:

ITEM	QUANTITY
Microsoft 365 E3	3,250
Microsoft 365 F3	175
Microsoft Defender for Office 365 (Plan 1)	5,805
Microsoft Security E5 (has Defender for Office Plan 2, Defender for Endpoint Plan 2, and Azure Premium Plan 2)	150
Office 365 E1	1,150
Office 365 E3	1,000
Office 365 F3	200
Office 365 E5 without Audio Conferencing	30
Power BI Pro	20
Project Plan 3	200
Project Plan 5	15
Visio Plan 2	100

3b. Program of Works

The program of work includes:

1. Technical support with license provisioning.
2. Activation of licenses and handing over to the Central Information Technology Office.

3. Issue resolution for the duration of the contract period (12 months).

3c. Schedule

The licenses are to be provisioned and activated no later than 30 June 2023.

4. Copies of this Tender document can be downloaded from the Ministry of Finance Procurement Portal <https://procurement.gov.bz/> or the CARICOM Public Procurement Notice Board <https://cppnb.caricom.org/epps/home.do>.
5. The currency exchange rate for regional/international bidders is USD 1.00 to BZD 2.00.
6. **Eligibility Criteria:** This invitation is open to all eligible Tenderers as per the eligibility criteria below:
 1. The Tenderer has an active membership in Microsoft Partner Network for Latin America and the Caribbean region and market (MPN ID) at the time of bid submission.
 2. The Tenderer must be an active Cloud Service Provider (CSP) that can sell CSP offers in Latin America and the Caribbean region and market
 3. The Tenderer should provide evidence of experience deploying Microsoft 365 Licenses for at least one (1) previous contract of a similar size and nature within the past three years.
 4. The Tenderer is required to provide a signed and dated banker's reference that should include the following information:
 - a. The name and contact information of the bank or financial institution providing the reference.
 - b. The name of the account holder and the account number.
 - c. The length of the banking relationship.
 - d. The monthly average balance of the account over the past 12 months.
 - e. Any other relevant information that the bank or financial institution deems appropriate.
 5. The Tenderer has availability of liquid assets through either:
 - a. Access to a line of credit of 100% of the bid price
 - b. Cash in a bank account of an amount at least 100% of the bid price
7. **Administrative Requirements:** All Tenders shall include the following additional documentation in their submission:
 1. Business certificates
 - a. **For local Tenderers:**
 1. Current copies of Certificates of Good Standing from:
 - a. Belize Tax Service within 6 months
 - b. Belize Companies Registry within 1 year
 - c. Belize Social Security Board within 1 year
 2. A valid copy of the entity's Trade License reflecting the name of the entity that is bidding within 1 year.

- b. **For regional/international Tenderers:** Statement of compliance from Companies' Registry within 1 year.
 2. Bids must be accompanied by a notarized bid-securing declaration.
 3. Power of attorney showing person signing the bid is authorized to do so.
 4. Two references.
 5. The bids should be valid for six months from the last date for submission of the bids.
 8. The contract is subject to the following Income and Business Tax as per Government Policy as shown below:
 - a. 25% - for entities from non-Caricom countries
 - b. 15% - for entities from Caricom countries
 - c. 19% for entities licensed to provide telecommunication services that offer real-time voice services.
 - d. 6% for companies in Belize
 9. Price should be inclusive of General Sales Tax (GST) payment of 12.5% for GST-registered agents.

10. Questions and Replies

Questions shall be type-written in English and shall be sent via email to the following address: MS365tenders2023@cito.gov.bz. The deadline for queries is 14 April 2023.

Responses from the CITO will be type-written in English and will be emailed to the requester and may also be made available to other Tenderers subject to confidentiality.

11. **Submission of Tenders** should be emailed to MS365tenders2023@cito.gov.bz with the subject **TENDER FOR THE SUPPLY OF MICROSOFT 365 LICENSES FOR GOVERNMENT OF BELIZE**.
 - a) To ensure confidentiality, the bid response shall consist of two password-protected files - one technical and one financial. This can be done on the file itself, using zip password protection, or some other means of password-protecting the file. The password will be requested at the opening of the tender.
 - b) Bidders shall submit a brief description of the documents contained in each of the password-protected files.
 - c) Any discounts offered should be clearly stated by the Tenderer.
13. **The deadline for Tender submission** is 10:00 am on 28 April 2023. Submissions received after the deadline will be rejected.

14. **Evaluation Criteria**

Tenders will be evaluated on technical merit and price based on the following criteria:

Evaluation Criteria	Weight (%)
Financial Offer	50%
Technical proposal	50%
Direct technical support from Microsoft.	20%
Access to the portal for managing licenses throughout the term of the agreement (1 year)	10%
Service delivery models for issue resolution must be with English-speaking technical support.	10%
Service delivery experience in provisioning and supporting Microsoft 365 for business comparable in the magnitude of this Tender	5%
The financial strength of the company demonstrated over the past three (3) years	5%
Total	100%

15. **Opening of the Tenders** will take place online on 3 May 2023 at 2 pm Belize Time and in the presence of the Tenderers or their representatives who wish to attend the Tender opening.

16. **Evaluation of the Tenders** will be conducted on 5 May 2023.

- a) The selection of the successful Tenderer will be based on a competitive process that considers Technical and Financial Proposals.
- b) The Technical file will be opened first, evaluated, and ranked. The Evaluation Committee will first check for administrative compliance and only those bids complying will have their technical proposal evaluated against the Evaluation Criteria to determine the technical capacity of the tenderer to provide the Microsoft 365 Licenses and Support services at the level being requested.
- c) Only those Tenderers passing a minimum of 70% will have their Financial proposal opened and evaluated.
- d) The financial proposal will count for 50% of the total points.
- e) The Tenderer with the highest combined value (Technical + Financial) will be recommended for the award of the contract.
- f) Incomplete tenders will not be accepted.

17. The Tenderer who offers the lowest price and who qualified in the technical evaluation, may not necessarily be awarded the contract for the supply of the Microsoft 365 Licenses to the Government of Belize.