

**PART 3
REQUIREMENT SPECIFICATIONS**

1 OVERVIEW

- 1.1 The Singapore Sports School Ltd (hereinafter referred to as “the School”) hereby invites tenders to engage a Contractor for Provision of Microsoft 365 Software Licences for a Period of Three (3) Years From 16 December 2025.
- 1.2 It is mandatory for the Tenderer to quote for all the Licences listed in Part 5 – Schedule of Tender as part of this Tender’s submission in order to participate in this Tender. The School shall be under no obligation to accept the lowest priced or any Tender Offer. The School will only consider Tender Offers that cover the full scope of Microsoft 365 Licenses as specified. Offers that do not fully comply with the requirements will not be considered.
- 1.3 The Tenderer shall deem to have full knowledge and satisfied itself as to all requirements in connection with this Contract before submitting its Tender Proposal. No claims arising from neglect on the part of the Tenderer to obtain all the necessary information or from failure to provide such items in the Contract Price will be considered.
- 1.4 This Part 3 – Requirement Specifications shall be read in conjunction with the other documents, which together shall form the Contract Document. Notwithstanding the subdivision of the Requirements Specification under different headings, every part of it shall be deemed supplementary to and complementary to every other part.
- 1.5 The Tenderer shall incorporate all cost items associated with its proposed solution(s) in its Tenderer’s submission. The School will not accept any payment requests other than those stated in the Tenderer’s submission. The cost items include, but not limited to, a migration tool, professional services from a third (3rd) party etc.
- 1.6 All prices quoted shall be deemed to remain firm and no amendments whatsoever shall be made to such rates throughout the duration of the Contract. The rates shall include all incidental and contingent costs and expenses and no price adjustment shall be made for any error. The School will not consider any claims from the Contractor arising from any increase in expenses such as for labour, exchange rates, taxation, etc. throughout the duration of the Contract.
- 1.7 The Contractor shall ensure that its personnel and those of its Subcontractors or agents are suitably qualified and competent to carry out the tasks required of it under this Contract.

2 BACKGROUND

- 2.1 The School was incorporated on 13 December 2002 under the Companies Act (Chapter 50) as a public company limited by guarantee to provide sports training and education, services and related activities to talented student-athletes in Singapore and to develop

them to achieve sports excellence without compromising on their educational requirements.

3 SCOPE OF SERVICES

- 3.1 The Contractor shall supply the Microsoft 365 and related software licences that meet the requirements listed in the below table:

S/N	Description	Quantity
[Mandatory Requirement] Microsoft 365 Software Licences for a Period of Three (3) Years from 16 December 2025		
1	Microsoft 365 A5 for Faculty	668
2	Microsoft 365 A5 for Students use benefit	16,000
3	Power Automate Premium for Faculty	1
4	Microsoft Project Plan 3 for Faculty	11
5	Microsoft Defender Vulnerability Management Add-On	2
6	Microsoft Intune Endpoint Privilege Management	2
7	Microsoft Teams Premium License	1

- 3.2 During the Contract Period, additional Microsoft 365 and related software licences (see table below) could be required by the School on an ad-hoc basis. Tenderers are required to quote the **Fixed Percentage (%) Discount off** the Microsoft's online prevailing list price and the quoted percentage discounts should be valid and fixed for a period of three (3) years. The actual unit prices payable to the Contractor will be calculated at the time of activation based on Microsoft's online list price, less the quoted percentage discount.

S/N	Description	UOM	Fixed Percentage (%) Discount Off Microsoft List Price
[Ad-hoc Requirement] Schedule of Rates			
1	Microsoft 365 A5 for Faculty (for 3 years)	Unit	
2	Microsoft 365 A5 for Faculty	Year	
3	Microsoft 365 Copilot for Faculty	Year	
4	Power Automate Premium for Faculty	Year	
5	Microsoft Teams Premium License for Faculty	Year	
6	AI Builder Capacity Add-on for Faculty	Month	
7	Visio Plan 2 for Faculty	Year	
8	Microsoft Project Plan 3 for Faculty	Year	

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- 3.3 The Contractor shall quote the price for subscription of the above list of software licenses under Part 5 – Schedule of Tender based on **academic software pricing**.
- 3.4 There is no minimum order quantity for each ad-hoc purchase order and the Schedule of Rates quoted by the Tenderer shall remain unchanged regardless of the purchase quantity, unless the Tenderer expressly stipulates to the contrary in its Tender Offer.
- 3.5 For the avoidance of doubt, the quoted subscription rates shall include maintenance services, which include standard services such as keeping up-to-date on software release and support services, etc.

4. ELIGIBILITY CRITERIA

- 4.1 Tenderers must meet the following eligibility criteria in order to participate in this open tender:
- 4.1.1 Tenderers shall comply fully with the Instructions to Tenderers, Conditions of Contract and meet all the mandatory requirements specified in this Part 3 – Requirement Specifications. Mandatory requirements are those specified with the verb “shall”, “mandatory” or “must”;
 - 4.1.2 Tenderers shall not be debarred from participating in public sector tenders on or before the closing date of this tender; and
 - 4.1.3 Tenderers shall either be the Principal Provider or the Authorised Reseller to provide the above listed software licenses subscriptions.

5. EVALUATION CRITERION

- 5.1 The Tenderer’s proposal will be evaluated based on price competitiveness.

Additional Information on Price Evaluation

Price Score Computation

The lowest tender price will be given the maximum Price score. The Price scores of the other tenderers will be inversely proportional to the lowest tender price. The formula below shall be used to compute the P score.

$$\text{Price Score (P- score)} = \frac{\text{Lowest tender price}}{\text{Tenderer's price}} \times \text{Price weightage}$$