

Request for Quotation (RFQ)

Microsoft Office 365 Business Basic services

Introduction of Integrity Watch Afghanistan

Integrity Watch is an Afghan civil society organization committed to increase transparency, accountability, and integrity in Afghanistan. Integrity Watch was created in October 2005 and established itself as an independent civil society organization in 2006. The head office of Integrity Watch is in Kabul with provincial programmatic outreach in Balkh, Herat, Kabul, Kapisa, and Nangarhar, provinces of Afghanistan.

Details of service:

Email Service Specification for 100 Users:

Microsoft 365 Business Basic (formerly Office 365 Business Essentials)

The Office 365 Business Essentials plan includes:

- Online versions of Office including Word, Excel and PowerPoint (Office Online)
- File storage and sharing with 1 TB storage per user (OneDrive for Business)
- Business class email, calendar, and contacts with a 50 GB inbox (Exchange)
- Unlimited online meetings, IM and HD video conferencing (Skype for Business)
- Team sites, internal portals with customizable security settings (SharePoint)
- Enterprise social network.

Requirements:

The service provider shall:

- Sign, stamp the bid and clearly mention the date.
- Write total amount for one-year (Currency USD).
- Attach company profile (Past experience, license, value of previous contract).

How to apply:

Your bid shall be sent to bids@integritywatch.org, for bid submitting procedure contact 93 (0) 791825329 and for technical and specifications call 93 (0) 780 31 34 35

- Send your email to bids@integritywatch.org.
- Write company name and bid number (IWA/B14-20/MO) on your subject line.
- The deadline for submission of bid is **June 3, 2020** Late and incomplete quotations will not

be considered.