EASTERN AND SOUTHERN AFRICAN TRADE AND DEVELOPMENT BANK (TDB)

REQUEST FOR QUOTATION FOR MICROSOFT M365 LICENSES RENEWAL

TERMS OF REFERENCE

ABOUT TDB GROUP

Established in 1985, the Trade and Development Bank Group (TDB Group) is an African regional multilateral development bank, with a mandate to finance and foster trade, regional economic integration, and sustainable development in Africa. TDB Group counts several subsidiaries and strategic business units including Trade and Development Banking, TDB Asset Management (TAM), the Trade and Development Fund (TDF), TDB Captive Insurance Company (TCI), the ESATAL fund management company and TDB Academy.

www.tdbgroup.org

Requirements

We invite certified Microsoft reseller partners to provide renewal license quotations for the licenses listed in the table below.

	Product	Quantity
1	Office 365 E3	240
2	M365 E3	240
3	M365 E5	15
4	Power BI Pro	10

Proposals

The quotations must be priced in United States Dollars (USD) and bidders are also required to attach to their bids the following documents and complete the table below:

	Requirements
1	Certified copy of the Memorandum & Articles of Association OR equivalent document in country of registration.
2	Certified copy of the Certificate of Incorporation Or equivalent document in the country of registration.
3	List of all Shareholders and Ultimate Beneficial Owners
4	Certified passport copies of Individual Shareholders, and /or Ultimate Beneficial Owners
5	Operating license in the country of registration
6	Tax Compliance Certificate
7	Company Profile
8	Authorization Reseller certificate

Proposals should be submitted by e-mail to procurement@tdbgroup.org indicating the subject as: "Quotation for Microsoft Licenses" by the 27th November 2026.

Any inquiries should be sent in writing to: rfpenquiries@tdbgroup.org with subject "Quotation for Microsoft O365 Renewal Licenses"

Disclaimer: TDB Group reserves the right to independently verify submitted documents, listed clients and similar works. TDB Group is not obliged to give reason for not selecting any persons/ firm. TDB Group reserves the right to discontinue this process without reference to any entity.