



Request for Quotation – Microsoft Licensing Agreement

We are seeking a quotation to establish an agreement for Microsoft licenses for our organization. Kindly provide detailed pricing and terms for the following:

1. License Types and Quantities

Please include pricing for the following license categories:

- **Microsoft 365 A3 Licenses**
 - A3 for Faculty – **3623 Licenses in total**
 - A3 for Students – **16937 Licenses in total**
- **Windows Server CALs**
 - Standard Core – **8 Licenses in total**
 - Datacenter (DC) Core – **5 Licenses in total**
- **External Connector License – 1 License in total**
- **Copilot for Microsoft 365 (Faculty) – Approx. 200 Licenses in total.**

Please note that the quantities required are approximate and may vary slightly.

2. Agreement Details

Kindly specify:

- Available agreement durations (e.g., 12 months, 36 months)
- Payment terms and available payment options

3. Support and Services

Please outline:

- Technical support availability
- Assistance with license management
- Training or onboarding services (if applicable)

4. Compliance and Documentation

We require:

- Proof of authorized Microsoft reseller status

Administrative Requirements

- The Secretariat is acting on behalf of the **Church schools**.
- Each school will have its **own enrollment number as per Annex 1**, but all schools will fall under the Secretariat.
- Each school requires a **separate invoice and VAT receipt**.
- The Secretariat must receive a **copy of every invoice and VAT receipt** issued to each school.
- All documents are to be sent by email.
- Prices must be quoted **in Euros (€)**, with **VAT indicated separately**.

Submission Details

- Quotations must reach the Secretariat **no later than noon on Friday, 13th March 2026**.
- Quotations are to be submitted via email to: **tenders.schools@maltadiocese.org**
- It is the responsibility of the sender to ensure timely submission. An acknowledgment of receipt will be issued for each quotation received.
- All quotations are confidential. The Secretariat for Catholic Education reserves the right to:
 - Accept any quotation it deems appropriate or to reject all quotations in full.
 - Not proceed with any of the below:
 - **External Connector License**
 - **Copilot for Microsoft 365 (Faculty)**

If you require any additional information regarding our organization's requirements, please feel free to contact us.

Annex 1

Archbishop's Seminary	03fef300-8cc9-435d-b4f3-218b010f376b
Bishop's Conservatory Primary	4577172e-f3a3-453f-b67a-2000a2952cda
Bishop's Conservatory Secondary	5913e3ea-6aee-4b07-a155-6020321136af
Laura Vicuna	a18ecaf7-1875-4900-be0e-0a26ec77a193
Sacred Heart College Junior	89f256a2-9b8d-4da1-9065-7fce8c9e4aa9
Sacred Heart College Senior	89f256a2-9b8d-4da1-9065-7fce8c9e4aa9
Sacred Heart Seminary	4c0cd7e3-ec24-40e1-a62e-787ad769d062
Savio College	67a74bc3-b897-4cd7-b2a8-5b3b63ffa3b3
SpMC Primary & Secondary	9e2a8a76-f9f7-4410-9993-25d72c701e19
St Albert's Primary & Secondary	0a943c43-3913-4901-8f5f-08301533a77e
St Aloysius Primary	ac927d02-1b02-41c9-aa87-35edcb6fdd76
St Augustine Primary & Secondary	f68660a9-e660-4ef7-a1de-97570b959c93
St Benild, Stella Maris Primary, Stella Maris Secondary	51dfa4e2-4dcb-458c-9d42-46e17834b878
St Dorothy's Sliema Primary	4a797540-e6e8-4e29-9ca8-6b964f62e739
St Dorothy's Zebbug Primary	3420e1c8-4b34-425d-8f07-349b63b6e206
St Dorothy's Zebbug Secondary	82e3fb4b-5b76-4a1c-b131-95a32983c5a6
St Francis Birkirkara	4a344acf-5835-42ba-b728-1f189f2d15c1
St Francis Cospicua, Luqa & Siggiewi	193269c9-e486-4470-8f33-504eb6067c86
St Francis Msida & San Gwann	18a8ae6a-a692-4cef-bcb5-d1a71e020eca
St Francis Secondary	9c71ce15-aae9-48a3-a83b-3bf6db1ccd06
St Francis Victoria & Nadur	07cb88f7-e425-4d81-83e4-43cc233c212d
St Joseph Blata Secondary	4f73b04b-2933-42f5-a0ea-4d83241322e4
St Joseph Paola	18937a1b-acbb-4229-a667-1c3e8e3b23c4
St Joseph Sliema Primary	2bc444f9-7b8b-40ed-bd36-ce35ae98d13a
St Joseph Sliema Secondary	ea217117-1c80-4c23-b516-66462a7bc120
St Michael School	b1c6d4e5-0e9e-4bf8-865f-d54f75abac46
St Monica B'Kara Primary & Secondary	b079ada4-80b1-484b-8d99-aa6bc39c62d5
St Monica Gzira	9375fab1-b08b-422f-9cd4-f7efbba003f8
St Monica Mosta	9375fab1-b08b-422f-9cd4-f7efbba003f8
St Theresa Primary	18befcd1-0f53-4e83-bab1-6cd4b9cf46bf
Theresa Nuzzo Primary Marsa	f120526c-155e-4d41-9032-1ba76643fc12
De La Salle Primary & Secondary	06499eb5-0e94-4042-8547-f8b5e963002e
Our Lady Immaculate	b7844f89-bf17-477b-97f3-244a95da4013
St Joseph Blata Primary	4f73b04b-2933-42f5-a0ea-4d83241322e4
Secretariat for Catholic Education	6c66d1f1-45c5-4e17-b884-cdfab43052d8
Immaculate Conception & St Joan Antide Gudja	b63ff5f4-7a54-4f7a-9963-35e36b55eb7d
St Elias College	40d74308-3bf1-49da-b36c-8c1d5c85b844
St Angela Kindergarten Schools	abf0f48c-6da3-4ac5-aaeb-b9048b1d7d9c
St Aloysius Secondary	ac927d02-1b02-41c9-aa87-35edcb6fdd76