



REQUEST FOR QUOTATION:

SUPPLY OF MICROSOFT 365 LICENSE

RFQ No: SWA-NOE2/2026



1. The Government of Samoa through the Samoa Water Authority ("the Principal") invite sealed bids from qualified and eligible bidders for the Supply of Microsoft 365 subscription licenses under the Microsoft New Commerce Experience (NCE) licensing model, RFQ SWA-NOE2/2026. The Standard Bidding Document (SBD) is now available for electronic download from the Principal's website at <https://samoawaterauthority.ws>

2. **SCOPE OF SUPPLY**

This procurement is for license supply only. It does not include managed services, implementation services, training, tenant administration, monitoring, or ongoing operational support unless expressly stated. Details stipulated in RFQ Part 5 Specification of Items or Description of Goods Related Services

3. **BID SUBMISSION:**

Bid will close at 11.00am (Samoa local time) on Monday 09th February 2026. The tender must be deposited in the marked tender box located at the **Ministry of Finance Office, Level 4, Central Bank of Samoa Building**, and addressed in accordance with the "Instructions to Bidders" of the SBD.

Bids may also be submitted electronically via the Ministry of Finance Tender's Link Portal www.tenderlink.com/mofsamoa. Bidders who submit electronically do not need to submit hardcopies.

Late bids will not be considered.

4. For clarification or further information contact Mulitalo William Tupa'i – Manger Technical Project Coordination & Asset Management Division on telephone: +685 20409 or email William.Tupai@swa.gov.ws

Faafetai,

Fuimaono Dominic Schwalger
MANAGING DIRECTOR