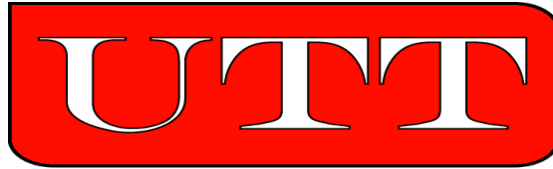


The University of Trinidad and Tobago (UTT) is inviting submissions via its e-Tender portal for the following tender:

Tender Reference No.	Title	Line of Business	Pre-Bid Meetings/ Site Visits	Closing Date/Time
2026-TN024-ITS-ALL	Microsoft Casa-EES Subscription Renewal For A Period Of One (1) Year	43231512 – Software Licensing Services	N/A	3 rd August 2026, 1:00 p.m.

- Tenderers are invited to visit the UTT's Website at <https://utt.edu.tt/procurement-resources> and E-Tender portal at <https://utt.etenderworld.tt/> to access tender details and documents.
- Queries/issues with accessing the documents are to be sent via email to tenders@utt.edu.tt.

Chief Procurement Officer (Ag.), UTT



THE UNIVERSITY OF TRINIDAD AND TOBAGO

THE UNIVERSITY OF TRINIDAD AND TOBAGO

PRIVILEGED AND CONFIDENTIAL

TENDER BRIEF

INVITATION TO TENDER (ITT)

MICROSOFT CASA-EES SUBSCRIPTION RENEWAL FOR A PERIOD OF ONE (1) YEAR

REFERENCE NO.: 2026-TN024-ITS-ALL

16TH JULY 2026

THE UNIVERSITY OF TRINIDAD AND TOBAGO

1. Title and Reference

Title: Microsoft CASA-EES Subscription Renewal For A Period Of One (1) Year

Tender Reference Number: 2026-TN024-ITS-ALL

UNSPS Code: 43231512 – Software Licensing Services

2. Background and Context

UTT uses several Microsoft applications in its IT infrastructure for the delivery of a comprehensive set of in-house and O365 cloud services such as e-mail, word processing, spreadsheets, presentations, database applications, collaboration, storage, and other business productivity tools. These desktop and cloud applications are acquired under the Campus and School Agreement (CASA) via the Enrollment for Education Solutions (EES) subscriptions which provide advantageous pricing, ease of management of desktop licenses, and additional student benefits when compared to other licensing options. The major component in the annual renewal is the Microsoft 365 Academic Plan 3 (M365 A3) licenses. This provides a license subscription for Microsoft O365, now called Microsoft 365 CoPilot cloud services, desktop licenses for Windows and Microsoft Office, and client access licenses (CALs) for Microsoft Server, Microsoft SharePoint, Microsoft Exchange, and Microsoft System Centre Configuration Manager (SCCM) for every desktop computer that is used for non-academic purposes. Included in the tender is also additional subscription components under the Enrolment for Education Solutions for MS Visio, MS Project, MS Windows Server, MS SQL Server, MS SCCM, and Power Platform components.

3. Scope of Requirements

Renewal of CASA agreement with the following EES subscription items –

ITEM NO.	QTY	DESCRIPTION
1.	1000	AAD-38391 - A3 Unified Edu Sub Per User
2.	5	EP2-00538 - M365 Copilot Edu Sub Add-on
3.	5	SEK-00001-Power Apps Premium Edu Sub Per User
4.	2	SFQ-00001- Power Automate Edu Sub Per User
5.	2	B1B-00007- Power BI Premium USL Edu a Sub Per User
6.	11,100	AAD-38397 - M365 A3 Unified Edu Sub Student Use Benefit Per User

7.	1000	D87-01057 - Visio Professional ALng LSA
8.	1000	H30-00237 - Project Professional ALng LSA 1 Server CAL
9.	100	9EA-00039 - Win Server DC Core ALng LSA 2L
10.	72	9EM-00562 - Win Server Standard Core ALng LSA 2L
11.	16	7JQ-00341 - SQL Server Enterprise Core ALng LSA 2L
12.	76	9EP-00037 - System Center DC Core ALng LSA 2L
13.	72	9EN-00494 - System Center Standard Core ALng LSA 2L

4. Performance and Quality Requirements

The vendor must be a Licensing Solution Provider (LSP) authorised to sell Campus and School Agreements (CASA), Cloud Subscriptions AND Enrollment for Education Solutions (EES) subscriptions.

5. Timeframes and Milestones

The agreement and subscription renewal must be processed by October 31st, 2026 - the current contract expiry date.

6. Contract Type

Fixed-price.

7. Mandatory Requirements

The following are the mandatory requirements:

a. Statutory Requirements

Local (Trinidad and Tobago) resellers ONLY:

- Valid Income/Corporation Tax Clearance Certificate (Regulations – Form C) or letter of exemption issued by the Board of Inland Revenue*
- Valid Value Added Tax Clearance Certificate*
- Valid National Insurance Scheme Certificate of Compliance*

Foreign Companies ONLY

- Certificate of Registration / Incorporation / Existence / Good Standing or equivalent

** Kindly note that all statutory documents submitted must be **valid as at the closing date of this ITT**. Evidence of applications for these documents will NOT be accepted.*

b. Organizational Requirements

- Signed Conflict of Interest Declaration
- Supplier Code of Conduct Commitment Form

c. Financial Submissions

- Completed Form of Tender
- Bid Sheet
- Bank Reference Letter confirming financial standing

d. Tender Specific

- Valid current Letter of Authorisation from Microsoft as an LSP for CASA/EES subscriptions
- Payment terms/schedule

8. Evaluation Overview

The evaluation process will be assessed through the following:

- a. Statutory Assessment
- b. Mandatory Documentation Submission
- c. Price/Financial Assessment
- d. Combined Score & Ranking

Pre-qualification with The Office of Procurement Regulation (OPR) for Line of Business UNSPS Code: **43231512 – Software Licensing Services**. Evidence of pre-qualification approval status for the listed Line of Business (LOB), as at the closing date and time of this tender. Only suppliers of pre-qualification approval status for the listed Line of Business (LOB) will be considered further for evaluation.

Note: Registration with the OPR Procurement Depository will not be accepted as a substitute for pre-qualification for the Line of Business (LOB) listed.

Observance of a standstill period of ten (10) working days shall be in accordance with The Public Procurement and Disposal of Public Property Act 2015 and The Public Procurement and Disposal of Public Property (Simplified Procurement) Regulations, 2024.

9. Detailed Tender Package

The detailed tender package is available on our E-Tender Platform at <https://utt.etenderworld.tt/>.

Please log in or create an account to access the documentation.

10. Contact

Queries or issues with accessing the tender package are to be sent via email to tenders@utt.edu.tt.

All other queries relating to the contents of the tender documents are to be submitted strictly in accordance with the instructions published therein.

Chief Procurement Officer (Ag.)
16th July 2026