

1. BID FORM

Announcement No: **HDC(161)-PRO/IU/2021/6**

IMPORTANT: This sheet should serve as a front page of the Proposal/BOQ. If the bidder fails to submit the prices in this sheet, the bid will be rejected at the Bid Opening stage.

Bid Title: Supply of Microsoft Office 365 License (Business Basic)

#	Description	QTY	UoM	Unit Price (MVR)	Total Price (MVR)
1	Supply of Microsoft Office 365 License (Business Basic)	300	NOS		
GST 6%					
TOTAL					
Total words:	in	()			

Delivery Period
(Maximum 5 Calendar Days)

Check list for documents submitted (please tick the appropriate box)

		Yes (P)	No (O)
1.	Bid Form completed & signed		
2.	Company Registration		
3.	Copy of certification or proof being an authorized partner of Microsoft		
4.	Tax Clearance Report (where applicable)		

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Company Name:
(Company Seal & Signature)