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Contract

Microsoft Office 365 Licenses

Victoria and Albert Museum

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-002628

Procurement identifier (OCID): ocds-h6vhtk-05f3dd ([view related notices](#))

Published 13 January 2026, 12:30pm

Scope

Reference

VA/CON/F25/52

Description

We have renewed our Office 365 Subscription Agreement with Microsoft for essential back-office software that is critical to our operations. This includes:

- * Office software suite (word processing, spreadsheets, presentation software, project planning, process mapping etc.)
- * Telephony, conferencing and webcasting
- * Cloud based document management and intranet hosting
- * User and device security and compliance functionality

Contract 1. Microsoft Office 365 licenses

Supplier

- MICROSOFT LIMITED

Contract value

- £347,877.60 excluding VAT
- £417,453.12 including VAT

Above the relevant threshold

Date signed

23 December 2025

Contract dates

- 1 January 2026 to 31 December 2028
- 3 years

Main procurement category

Services

Options

The right to additional purchases while the contract is valid.

Option to flex number of users (and corresponding prices) up and down at the anniversary of the contract start date.

CPV classifications

- 72200000 - Software programming and consultancy services

Contract locations

- UKI - London

Justification for not setting key performance indicators

Contract value below the threshold

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Direct award

Direct award justification

- Single supplier - technical reasons
- Additional or repeat goods, services or works - extension or partial replacement

As set out in the related Transparency Notice

Supplier

MICROSOFT LIMITED

- Companies House: 01624297
- Public Procurement Organisation Number: PGYN-4242-JRRY

Microsoft Campus

Reading

RG6 1WG

United Kingdom

Email: ukcdp@microsoft.com

Website:

<https://www.microsoft.com/en-gb/about/?msockid=3a4757f9f8b263bd2daa467cfcb26582>

Region: UKJ11 - Berkshire

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1

Contracting authority

Victoria and Albert Museum

- Public Procurement Organisation Number: PQLN-4536-WVGN

Cromwell Road

London

SW7 2RL

United Kingdom

Email: procurement@vam.ac.uk

Region: UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Organisation type: Public authority - central government