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Award

## Microsoft Office 365 licences

Victoria and Albert Museum

UK5: Transparency notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-082000

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

Published 11 December 2025, 1:43pm

## Scope

## Reference

VA/CON/F25/52

## Description

Renewal of the 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 licences**

### **Supplier**

- MICROSOFT LIMITED

### **Contract value**

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

Above the relevant threshold

### **Earliest date the contract will be signed**

23 December 2025

### **Contract dates (estimated)**

- 1 January 2026 to 31 December 2028
- 3 years

### **Main procurement category**

Services

## **CPV classifications**

- 72200000 - Software programming and consultancy services

## **Contract locations**

- UKI - London

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## **Other information**

### **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Direct award

### **Direct award justification**

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

Microsoft is the sole provider of Office 365 services. These services are proprietary and cannot be supplied or maintained by any other supplier. A change in supplier would result in services not compatible with existing services and the incompatibility would result in disproportionate technical difficulties in operation.

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## Supplier

### **MICROSOFT LIMITED**

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

Microsoft Campus

Reading

RG6 1WG

United Kingdom

Email: [ukcdp@microsoft.com](mailto:ukcdp@microsoft.com)

Website:

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

Region: UKJ11 - Berkshire

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

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## 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](mailto:procurement@vam.ac.uk)

Region: UKI33 - Kensington & Chelsea and Hammersmith & Fulham

Organisation type: Public authority - central government