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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

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

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.

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/?msocid=3a4757f9f8b263bd2daa467cfcb26582>

Region: UKJ11 - Berkshire

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Contract 1. Microsoft Office 365 licences

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