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Tender

Microsoft M365 Licensing

Transport Focus

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-082672

Procurement identifier (OCID): ocds-h6vhtk-05f535

Published 12 December 2025, 4:53pm

Scope

Reference

LicensingDec25

Description

- Provide Microsoft 365 licenses as per the quantities listed in the table below.
- Consolidate renewal dates into a single annual cycle.
- Provide a self-service portal for adding/removing licenses, providing timely procurement and activation of licenses.
- Offer flexibility for license adjustments during the contract term.
- Guarantee zero downtime during transfer or migration of licenses.
- Provide Tiered Support with defined escalation paths.
- Value-Added Services: Additional benefits such as training or advisory.

- Provide costings for an initial One, Two or Three year contract.

Total value (estimated)

- £15,000 excluding VAT
- £18,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 May 2026 to 30 April 2029
- Possible extension to 30 April 2030
- 4 years

Description of possible extension:

If required.

Main procurement category

Goods

CPV classifications

- 48000000 - Software package and information systems

Contract locations

- UK - United Kingdom

Participation

This procurement is reserved for

UK suppliers

Conditions of participation

- Provide two references on similar solution provision.
- Provide any company accreditations, SOC2 or equivalent, Cyber Essentials etc.

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

19 December 2025, 11:59pm

Tender submission deadline

16 January 2026, 11:59pm

Submission address and any special instructions

Please email submissions:

procurementadmin@transportfocus.org.uk

Tenders may be submitted electronically

No

Award criteria

- Cost 50%
- Quality and ease of use of solution 30%
- Value added services 20%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Microsoft License Tender v2.docx](#)

Contracting authority

Transport Focus

- Public Procurement Organisation Number: PGBR-3271-MNXJ

10th floor, 25 Cabot Square

London

E14 4QZ

United Kingdom

Email: procurementadmin@transportfocus.org.uk

Region: UKI42 - Tower Hamlets

Organisation type: Public authority - central government