

ANNEX 1 – Information Sheet**1. Scope of Work:**

Housing Development Finance Corporation Plc. (HDFC) invites quotations from eligible and authorized suppliers for the purchase/renewal of the following software licenses:

Item	Description	Qty (No's)
1	Microsoft 365 Licenses - Business Standard - Copilot - Power BI Pro - Power BI Premium	 80 7 4 1

2. Language:

All documents shall be submitted in English.

3. Vendor Eligibility:

- The supplier must be an authorized distributor/partner/re-seller.
- Vendor registration with HDFC must be completed prior to the submission of quotations. (The Vendor registration form is available on the HDFC website. Please email the completed form along with relevant documentation to procurement@hdfc.com.mv)

4. Submission Deadline:

The proposal/quotation must be submitted via email to procurement@hdfc.com.mv in PDF file (maximum file size:20 MB) **on or before 14:00 hours on 8th October 2026.**

5. Payment Terms:

Payment shall be made within thirty (30) days from the date of Invoice submission.

6. Clarification:

For any clarification regarding this RFQ, please contact us via e-mail at procurement@hdfc.com.mv. All requests for clarifications must be received on or **before 5th October 2026 at 14:00hrs.**

7. Documents to be submitted:

- Proposal submission Form
- Quotation (shall indicate all applicable taxes and costs)
- Valid Certificate/Document confirming the supplier's status as an Authorized Distributor, Partner, or Reseller of the proposed product/service

8. Evaluation:

- Price – 100 Marks

Form 1**PROPOSAL SUBMISSION FORM****1. Details of the Supplier:**

Company/Business Name:	
Registration Number:	
Address:	
Contact Details: (Name, Email, Contact Number)	

2. Project Name:

Purchase of Software Licenses

Reference number:

3. Price:

#	Description	QTY	Rate	Amount
GST				
Grand Total				
Total in Words:				
Validity Period:				

4. Delivery:

Proposed delivery period (Maximum 30 Calendar days)

5. Declaration of Conflict of Interest:

It is mandatory to declare any actual or potential Conflict(s) of Interests to any HDFC employee/HDFC Board of Directors/any vendor, financial, non-financial or otherwise.

The disclosure must be made as per the table below (Please leave it blank if not applicable)

Employee/Director Name	NID No.	Designation & Department	Relationship

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(Company Seal & Authorized Signatory)

Name:

Designation:

Date:

The form shall not be altered in any way, nor shall any substitutes be accepted. All blank spaces must be completed with the required information.