

DCCI/IT /2026/ 126

Date: 18th January 2026


Request For Quotation (RFQ)

Sealed quotations are hereby invited from established companies for installation & service of “Microsoft 365 Business Basic” based on the following terms & conditions:

SL	Minimum Requirement	Qty
01	A. Product type: Microsoft 365 Business Basic B. Total user: 100 (Approximately) C. Custom business email (user@dhakachamber.com) D. Data migration from existing email service to new mail service E. Installation and configuration of the service F. Chat, call and meet with Microsoft Teams G. 1 TB of cloud storage per user H. AI chat experience with web grounding, writing assistance and data analysis I. Automatic spam and malware filtering J. Anytime phone and web support K. Administrative control via Admin Portal L. 24/7 Standard Support	70

Terms & Conditions:

1. The company must submit sealed quotation addressed to the undersigned by 25th January 2026.
2. Clearly mention one (01) year license validity period for Microsoft 365 Business Basic effective from the date of delivery and successful installation.
3. Legal documents must be enclosed with the quotation.
4. The company has to be a member of government recognized Business Association.
5. VAT & AIT will be deducted from the bill as per government rules.
6. DCCI authority reserves the right to accept or cancel any/all quotations without showing any reason whatsoever.


 Dr. AKM Asaduzzaman Patwary
 Secretary General (Acting)