

RFQ DETAILS	OVERVIEW	CLOSING DATE
TITLE: Request for Quotation (RFQ) - Renewal of Microsoft 365 Copilot, Microsoft Copilot Studio and SharePoint Office 365 Extra File Storage	Renewal of three (3) Microsoft subscriptions for twelve (12) months, 29 December 2026 to 28 December 2027, at existing quantities and scope: a) Microsoft 365 Copilot – 346 seats b) Microsoft Copilot Studio – 4 licences c) Office 365 Extra File Storage – 8,000	23rd October 2026

Introduction

Talent Corporation Malaysia Berhad (TalentCorp) currently subscribes to the following Microsoft cloud services, which support daily work across the organisation:

No.	Subscription	Quantity	Current Expiry
1	Microsoft 365 Copilot	346	28 Dec 2026
2	Microsoft Copilot Studio	4	28 Dec 2026
3	Office 365 Extra File Storage	8,000	28 Dec 2026

All three (3) subscriptions share a common renewal date of 28 December 2026. TalentCorp intends to renew them for a further twelve (12) months, from 29 December 2026 to 28 December 2027, at existing quantities and scope, with no increase in entitlement.

TalentCorp invites qualified vendors to submit quotations in accordance with this RFQ.

Scope of Works (SoW)

- Microsoft 365 Copilot – 346 seats (12 months).** Renewal of the existing Microsoft 365 Copilot licences, which provide AI assistance inside Word, Excel, PowerPoint, Outlook and Teams, including drafting, summarisation, meeting recall and data analysis.
- Microsoft Copilot Studio – four (4) licences (12 months).** Renewal of the existing Copilot Studio licences, which host TalentCorp's custom agents built on organisational content and processes. Renewal must be continuous, as agents created under this licence stop working without an active subscription.
- Office 365 Extra File Storage – eight thousand (8,000) (12 months).** Renewal of additional SharePoint Online and OneDrive capacity for departmental repositories, shared drives and records retention.
- General requirements.** Renewal on TalentCorp's existing Microsoft 365 tenant with no interruption of service, retaining all licence assignments, data, configurations and Copilot Studio agents. The vendor shall provide licensing support throughout the subscription term.
- Timeline:** Subscription term of twelve (12) months, from 29 December 2026 to 28 December 2027. The renewal must be completed and active before the current subscriptions expire on 28 December 2026.

Instruction to Vendors

- 1) Eligible vendors: Authorised Microsoft Cloud Solution Provider (CSP) partners registered in Malaysia, able to transact the renewal on TalentCorp's existing Microsoft 365 tenant.
- 2) Proposal format:
 - **Technical Proposal:** company profile, proof of Microsoft partner status, confirmation of the licence types and quantities in the Scope of Works, renewal and provisioning approach, and support arrangements during the subscription term.
 - **Financial Proposal:** itemized costs, taxes, payment schedule. Prices shall be quoted in Ringgit Malaysia (RM) per line item for the 12-month term, using the Price Schedule in Attachment A, and remain valid for at least ninety (90) days from the submission deadline.
- 3) Submission deadline: **23rd October 2026, before 5:00 p.m.** (Malaysia time).
- 4) Clarification and Submission method, email to:
To: **itpmo@talentcorp.com.my**
Cc: **haikal.tumen@talentcorp.com.my**
Subject: **RFQ - Renewal of Microsoft 365 Copilot, Microsoft Copilot Studio and SharePoint Office 365 Extra File Storage**
- 5) Key Activities Dates

No	Activity	Target End date
1	Release of RFQ	20 October 2026
2	Proposal submission to TalentCorp	23 October 2026
3	Evaluation and Shortlisting	23-29 October 2026
4	Presentation and Evaluation session from vendors (if required)	26-30 October 2026
5	Final Evaluation & Selection of vendor	6 November 2026
6	Letter of Award	13 November 2026

Attachments

Attachment A: Price Schedule

Vendors shall complete this schedule and submit it together with the Financial Proposal. All prices shall be in Ringgit Malaysia (RM).

No.	Item	Qty	Term	Unit Price (RM)	Total (RM)
1	Microsoft 365 Copilot	346	12 months		
2	Microsoft Copilot Studio	4	12 months		
3	Office 365 Extra File Storage	8,000	12 months		
Sub-total					
SST (if applicable)					
Grand Total					

Subscription term: 29 December 2026 to 28 December 2027.