Request for Quotation

Microsoft Office Specialist Certification for AITI

Reference:	AITI/8/2/Talent Development - MOS
Opening Date:	Thursday, 26 November 2026
Closing Date:	Monday, 14 December 2026 no later than 3:00 p.m.[1]
Email:	**procurement@aiti.gov.bn**
Information Day:	N/A
Document Fee (non-refundable):	BND5.00

[1] Please adhere strictly to the Closing Date and Time and ensure that both Technical and Commercial Proposals are submitted before 3:00 p.m.

EXECUTIVE SUMMARY

This executive summary contains the high-level scope of work involved in the project.

1. AITI is seeking a qualified Vendor to deliver Microsoft Office Specialist (MOS) training and industry-recognised certification for twenty (20) of its employees, in two (2) cohorts of ten (10) participants each over the expected duration of twelve (12) working days per cohort.

2. The objectives are to:

   2.1. Enhance the productivity and efficiency of AITI employees in using Microsoft Word, Excel and PowerPoint, enabling them to communicate clearly, analyse data for informed decision-making, and produce professional reports and presentations; and

   2.2. Validate AITI employees' proficiency through internationally recognised MOS certification in Word (MO-110), Excel (MO-210) and PowerPoint (MO-310), strengthening their skills and confidence to ensure relevance and effectiveness in a changing workplace, and raising the overall standard of work output across AITI.

3. The high-level scope of work involves:

   3.1. Provision of MOS Training and Certification Services;

   3.2. Provision of Team Lead and Trainer(s); and

   3.3. Logistics Facilitation.

4. Eligibility

   4.1. Businesses and companies legally established in Brunei Darussalam or abroad who are Microsoft Training Services Partners or authorised MOS training providers and have past experience in the Contract Work.

   4.2. Businesses and companies registered as public and private limited companies under the Companies Act are required to obtain a Certificate of Tax Compliance from the Revenue Division, Ministry of Finance to confirm their filing for their Income Tax Returns for three (3) consecutive Years of Assessment.

   4.3. The Vendor must not be barred from participating in any project tenders or quotations issued by the government or any relevant parties in Brunei Darussalam.

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