



NATIONAL ECONOMIC EMPOWERMENT FUND LIMITED

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P.O. Box 779
LILONGWE

NATIONA ECONOMIC EMPOWERMENT FUND (NEEF)

ADDENDUM NO.1

DATE: 4th MARCH, 2026

TO: ALL POTENTIAL BIDDERS

RENEW OF MICROSOFT OFFICE 365 EMAIL SUBSCRIPTION

CONTRACT NO: NEEF/NCS/MICROSOFTOFFICE365/2025-2026-001

CLARIFICATION N° 1

ADDENDUM TO THE ADVERTISED TENDER FOR THE PROCUREMENT OF MICROSOFT OFFICE 365 EMAIL SUBSCRIPTION

**From: The Internal Procurement and Disposal Committee
Chairperson
National Economic Empowerment Fund (NEEF)
P.O Box 779
Street address: Masuku road, City Centre
NEEF house
Floor/room number/ Procurement and Disposal Unit**

City: Lilongwe, Malawi.

Take Note that the bidding document has been revised to include the recommended quantity for item number 1 and additional of item number 6 on section 7, statement of requirements. We kindly request you to use the updated bidding document as you prepare your competitive Offers to NEEF in response to this Invitation to Tender.

1. Item number one has been revised on quantity, from 350 users to 300 users

Section 7: Statement of requirements, Detailed specifications						
Item Number	Description of Service	Quantity	Unit of Measure	Completion Period (Days/wks/Months)	Site	
1	Microsoft 365 business standard for 300 users with teams	300	Each	1 Week	Head Office	City Centre, Lilongwe

2. Additional Item

Section 7: Statement of requirements, Detailed specifications						
Item number	Description of service	Quantity	Unit of Measure	Completion Period (Days/wks/Months)	Site	
6	Microsoft 365 E3 license for 50 users	50	Each	1 Week	Head Office	City Centre, Lilongwe



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Signed by

IPDC Chairperson

National Economic Empowerment Fund (NEEF)

P.O Box 779

Lilongwe, Malawi.