



Invitation to Bid /Request for Quotations

Please find attached **SBD Forms** that need to be filled in and please see below specifications and quote accordingly. All quotations must be submitted on e-Tender Portal with complete SBD 4.

Compulsory Briefing Session

Date: 10 July 2026

Time: 10h00- 11h00

Venue: Microsoft Teams meeting

Join: <https://teams.microsoft.com/join/328203669336980?p=qRIXARVTxBHyMfOLOD>

Meeting ID: 328 203 669 336 980

Passcode: M7Ut7GV3

Detailed description of the service required	Quantity
1. Procurement of thirty-five (35) Adobe Acrobat Pro for team's license for a period of 24Months	35
2. Procurement of four (4) Adobe Creative Cloud (CC) Pro for team's license for a period of 24 months	4
3. Ad-hoc support hours for Adobe software (Software installation, configuration, and assistance with all the issues that are related to software licensing)	25 hours

NB:

- *Service provider can start invoicing The Presidency for the software licenses once the software has been installed on at least five (5) computers and it is working; and The Presidency has received a document/ certificate from the software manufacturer/ distributor that is clearly showing the correct quantity of the licenses and the start and end period of the software license*
- *Ad-hoc support hours will only be utilized after the service provider has activated the software license on at least five (5) computers and it is working.*
- *The Presidency will only pay for actual Ad-hoc hours used should there be any additional support required during the contract period and job card will be required prior invoicing for the Ad hoc support hours to be claimed.*
- *Licenses will be required on or before 31 August 2026.*



Evaluation Criteria

- The evaluation process to be used is according to the Preferential Procurement Regulations, 2022 and The Presidency SCM Policy where three phase evaluation will be followed to evaluate the quotations received.

- **Phase 1: Mandatory requirements and Disqualification in Administration Requirements**

- a) Mandatory Requirements**

- Bidder must be an Adobe Authorized Resellers or Adobe Distributer Partners (Bidders must provide a valid Adobe Partner ID/ Partner Number(s))
- Bidders must attach proof of active Adobe partnership status
- Attendance of compulsory briefing session (if applicable). The department will confirm attendance by means of attendance register or issued certificate.

- **Only bidders who met mandatory requirements will be considered for Disqualification in Administration Requirement's**

- b) Disqualification in Administration Requirements**

- **Only bidders who submitted quotes according to the below will be considered for phase 2:**

- ✚ Quotes must be submitted on or before the stipulated closing dates.
- ✚ Supplier must be registered on Central Supplier Database (CSD).
- ✚ Bid/quotations submitted **after** closing date will not be considered.

- **Phase 2:** Adherence to the specifications / Functionality: Evaluation in terms of all items required as per specification is quoted by the bidder.

- **Only bidders who quoted all items required as per specification will be considered for phase 3.**

- Bidders are required to indicate in their quotation full details of the goods and/or service on specification/functionality as per invitation even in the event where the brand is provided. Use the information on the table above. Failure to do that may result in the bidder being disqualified.



- Phase 3: Evaluation of price and Specific goals will be in terms of 80/20 preference point systems.

DESCRIPTION	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL PONTNS FOR PRICE AND SPECIFIC GOALS	100

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such).

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of State)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Means of verification
Women ownership		10	CSD report
Youth ownership		7	CSD report
People with Disabilities		3	CSD report

NB: Formula for calculating number of points: Ownership percentage X number of points allocated /100

Validity Period

- The validity period of the Quotation is 90 days from the closing date.
- The Presidency may extend the validity period should the process not be completed within 90 days, and bidders will be consulted to extend the validity. Please note that non-response from the bidder will be regarded as consent to the extension of the validity period, and The Presidency will proceed with evaluating the proposal submitted by the closing date.

General requirements

- SBD4 forms must be fully completed and signed. If directors/trustees/shareholders/ members of the company who submitting quotes have other related companies as registered on CSD, they should disclose on 2.3.



THE PRESIDENCY
REPUBLIC OF SOUTH AFRICA

- Tax matters must be compliant with CSD before final award, if not you will be notified to correct within seven (07) working days failure to do that will result in disqualification.
- Banking details must be verified if not you will be notified to correct within seven (07) working days failure to do that may result in disqualification.
- All items must be priced by bidders. If the bidder fails to assign a price to specific items, it will be considered that those items are offered at no cost (for free).