

SDB1

PART A

INVITATION TO QUOTE (RFQ)

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN MARITIME SAFETY AUTHORITY

REQ NUMBER: RFQ HO: 922 CLOSING DATE: 12th April 2023 CLOSING TIME: 11h00

REQUEST: Request for: Adobe AEM(Cloud) in their quotations or proposal

Product	Number of Licenses
Adobe AEM (Cloud)	1
Adobe Enterprise Support	1
Acrobat DC Pro	60
Adobe Creative Cloud	3
Adobe eSign	1500

NB: FULL SPECIFICATION ATTACHED AS ANNEXURE A ADOBE SOFTWARE LICENCES INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEARS.

QUOTE OR PROPOSAL DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) OR EMAIL TO

146 Lunnon Road Cnr Lunnon RD and Jan Shoba Avenue Hillcrest Pretoria OR tnggolowa@samsa.org.za

QUOTATION PROCEDURE ENQUIRIES MAY BE DIRECTED TO: TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

CONTACT PERSON	Mr Tuletu Ngqolowa	CONTACT PERSON	Mrs Itumeleng Ntsimane
TELEPHONE NUMBER	012 366 2600	TELEPHONE NUMBER	+27 12 366 2600
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	tnggolowa@samsa.org.za	E-MAIL ADDRESS	ntsimane@samsa.org.za

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX]

			<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B
TERMS AND CONDITIONS FOR QUOTING/BIDDING

1. QUOTE SUBMISSION:

- 1.1. QUOTES MUST BE DELIVERED OR EMAILED BY THE STIPULATED TIME TO THE CORRECT ADDRESS AND EMAIL ADDRESS. LATE QUOTES WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL QUOTES MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– OR IN THE MANNER PRESCRIBED IN THE RFQ DOCUMENT.**
- 1.3. THE RFQ MAY SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, IF THE AMOUNT IS ABOVE R30, 000 OR THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER MAY BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) FOR LONG TERM PROJECT OR SERVICE.**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE QUOTE.
- 2.5 IN PROPOSAL OR QUOTE WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE QUOTE INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

DATE: _____

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read, and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

TERMS OF REFERENCE FOR PROCUREMENT OF ADOBE LICENSES RENEWAL AND ADDITIONAL ADOBE SOFTWARE LICENCES INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEARS.

EXECUTIVE SUMMARY

The South African Maritime Safety Authority (SAMSA) would like to appoint a suitable service provider for the renewal of ADOBE licenses and additional software licenses including maintenance and support for a period of 3 years.

BACKGROUND

- 1.1. The South African Maritime Safety Authority (SAMSA) make use of technology to deliver on its strategic objectives and as such, have implemented number of technology solution to automate business processes. To support and guide the automation journey, the SAMSA Board approved the Digital Strategy as a blueprint to usher the organization in the next digital era.
- 1.2. In executing its mandate, SAMSA interacts with its customers through use of forms, checklists, website and related for statutory services and have since adopted the Adobe technology to enable the statutory processes. The ADOBE technology makes filling of forms and related easy and efficient for the clients.
- 1.3. As such, SAMSA requires its clients to use official forms for applications which the same forms are used internally for reporting and issuing official documentation as proof of compliance and certification, where applicable. To ensure the safety and security of information being collected from the clients and documentation themselves, the Centre for Operations standardised on usage of Adobe for and developed all forms used by the Centre which are inclusive of seafarer services to Adobe technology.
- 1.4. SAMSA then procured the ADOBE LiveCycle licenses in 2015 that enabled the team in the Centre for Operations to have all form in Adobe using the ADOBE Forms Designer of 2019, for which ADOBE has ceased its support including the problem of having inadequate licenses to cater for the SAMSA-wide requirements.
- 1.5. Following the expiry of the licenses together with the need to upgrade the licenses to the latest versions including the requirements to consolidate SAMSA-wide Adobe requirements, this

BOARD MEMBERS

Ms. N.V. Minyuku (Chairperson), Mr. T.C. Morwe (Deputy Chairperson), Dr. B.C. Zulu, Mr. L. Haluodi, Ms L.N. Dlamini, Adv. E.D. Khosa
Mr N Ramugondo (Acting CEO)*
*Executive

submission seeks to request approval of the procurement/renewal of the ADOBE Experience Manager (AEM) licenses for a period of three (3) years.

SAMSA REQUIREMENTS

1.1. SAMSA seeks to appoint a service provider for the provisioning of the following:

- Configuration, Maintenance, and support for three (3) years from ADOBE Enterprise Support.

Product	Number of Licenses
Adobe AEM Cloud	1
Adobe Enterprise Support	1
Acrobat DC Pro	60
Adobe Creative Cloud	3
Adobe eSign	1500

SAMSA LANDSCAPE

Adobe products are currently being used within the SAMSA environment to assist with operations from ADOBE Forms, ADOBE Reader and ADOBE Creative Cloud.

ADDITIONAL REQUIREMENTS:

1. SLA (Will be drafted and discussed after the appoint of service provider)
2. The bidder must provide an Accounts Manager to liaison with ADOBE on escalation of support tickets to ensure resolution is obtained within standard SLA timeframe.
3. Provide 3 references letters for existing client whom the service provider has implemented the software.
4. The service provider must be an accredited ADOBE Partner/resellers. Proof of valid accreditation shall be provided.

MANDATORY REQUIREMENTS

The Service Provider must be accredited partner/resellers of ADOBE products.

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EVALUATION CRITERIA

The functionality evaluation points for this bid are allocated as follows:

Functionality will be evaluated separately from price and preference points.

COMPONENT	POINTS
<p>The bidder must have extensive experience (5 years) in provision of design, implement and support of ADOBE (AEM, Creative Cloud, Acrobat DC Pro, and eSign) solutions.</p> <ul style="list-style-type: none"> 5 years or more experience, score = 40 3 - 4 years' experience, score = 20 0 - 3 years' experience, score = 0 	40
<p>Provide 3 references letters not older than 2 years for existing clients whom the Service Provider has implemented and supported ADOBE (AEM, Creative Cloud, Acrobat DC Pro, and eSign) solutions.</p> <ul style="list-style-type: none"> Bidder submitted 3 x reference letters, score = 15 Bidder submitted 2 x reference letters, score = 10 Bidder submitted 1 x reference letters, score = 5 Bidder submitted no reference letters, score = 0 	15
<p>Experience of the Technical Team that will be implementing the solution must be 3 -10 years' experience with either of the following certifications of ADOBE Certified Expert or Master (AEM, Creative Cloud, Acrobat DC Pro, and eSign) at least one of the above.</p> <ul style="list-style-type: none"> 5-10 years technical team experience plus CV & 2 x Certificates, score = 30 3-4 years technical team experience plus CV & 1x Certificates, score = 15 1-3 years technical team experience plus CV & Certificates, score = 5 	30
<p>The service provider must be an accredited ADOBE (AEM, Creative Cloud, Acrobat DC Pro, and eSign) products Partner/Resellers. Proof of valid accreditation shall be provided.</p> <p>Valid proof provided, score = 15 No valid proof provided, score = 0</p>	15
Total Points	100

1. CONTACT DETAILS FOR SPECIFICATION

Itumeleng Ntsimane

intsimane@samsa.org.za

012 366 2600

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