



SOUTH AFRICA

Electoral Commission

Auction: 0010550938

ADOBE LICENSES RENEWAL FOR 36 MONTHS

IMPORTANT NOTICE

Failure to comply with the completion of the request for quotation conditions and the required information (i.e. technical specifications) or submission of the required stipulated documents shall invalidate a bid.

1 Introduction

The Electoral Commission (IEC) would like to renew its six (6) Adobe Creative Cloud for Teams and fifty (50) Adobe Acrobat Professional licenses together with software maintenance for a period of 36 months from 27 September 2025 to 26 September 2028

The IEC Adobe Agreement / VIP Number is A8BF849E76423E39EB0A.

2 Background Information

The Electoral Commission has invested extensively in ICT technologies, which provide a platform to effectively support and enable its business processes and to meet its goal of providing a free and fair election process in an open and transparent environment. The Electoral Commission's ICT Department intends to continue running a highly efficient, secure and stable ICT environment making full use of industry standards, best practices and disciplines based upon stable, secure and reliable technologies.

The Electoral Commission (IEC) has six (6) Adobe Creative Cloud for Teams and fifty (50) Adobe Acrobat Professional licenses that expire on 26 September 2025 as per Agreement / VIP Number:

A8BF849E76423E39EB0A.

Bidders must place a bid on the Votaquotes (eProcurement) system and then provide all the required documentation before the closing dates as specified in this document and on the Votaquotes web site

3 Technical Requirements

It must be noted that the technical specifications below are the minimum requirements; the only deviation that may be accepted will be in case where the bidder's specification is better. Anything below specification will be disqualified

Product Code	Description	Term	Quantity
65297928BC13A36	Acrobat Pro DC for teams VIP GOV - MLP (Subscription Renewal, Renewal, Level 13 50 – 99, Existing Acrobat Pro DC customers only) - 36 months payable annually	36 months	50
65297757BC13A36	Creative Cloud for Teams - All Apps Team Multiple Platforms Team - 1 User Level 3 Subscription for 36 months Payable annually	36 months	6

4 Assumptions

The IEC has made the following assumptions:

- 4.1 The IEC will provide technical resources for all IEC's designated work including setup and configuration of own servers, firewalls and databases.

- 4.2 The Electoral Commission will issue a formal purchase order to the successful bidder before any products/services can be delivered.
- 4.3 Delivery of the required product shall only be accepted by the Electoral Commission on the basis of presentation of the service provider's own delivery note. Such notes shall not be substituted by another service provider's delivery notes.
- 4.4 The bidder's change control management process must be flexible enough for ease of integration into the Electoral Commission's change control management processes and to facilitate speedy delivery and resolution of problems without compromising management controls and security.
- 4.5 No payment shall be made until full and final delivery has taken place and the product has been confirmed and delivered in accordance with the specifications
- 4.6 The successful bidder may be required to enter into a service level agreement including a non-disclosure agreement.

5 General Bid Conditions

The following standard bid conditions must be adhered to and complied with; failing which the bid will be disqualified.

- 5.1 All bids must be placed online on eProcurement website <https://votaquotes.elections.org.za>
- 5.2 Bidders must complete and submit [Appendix A: Technical Bid Response](#) to demonstrate compliance with the required technical specification.
- 5.3 The bidder must be authorized to sell the product supplied.
- 5.4 An OEM letter of proof of the reseller agreement/authorization must accompany the written documentation for this bid.
- 5.5 Should the reseller authorization be from a distributor, then a proof of authorization authorizing the distributor to resell and/or to authorize others by the OEM, must be submitted
- 5.6 Bidder must submit at least one (1) contactable reference where a project of similar scope (delivery of Adobe licenses) was successfully executed
- 5.7 Bidders must adhere to the delivery schedule in **Section 10**
- 5.8 The bidder must comply with all applicable statutory and regulatory requirements applicable in the Information Communications and Telecommunications (ICT) services industry.
- 5.9 Service Providers currently on the following Electoral Commission's contracts are precluded from bidding, namely:

- 5.9.1 IEC/ICT-01/2020 – ICT Professional and Support Services
- 5.9.2 IEC/ICT-02/2020 – GIS Professional and Support Services
- 5.9.3 IEC/ICT-03/2020 – SAP (ERP) Professional and Support Services

- 5.10 The bidder must comply with all applicable statutory and regulatory requirements applicable in the telecommunications services industry.
- 5.11 By bidding on this auction the bidder warrants and agrees to all the terms and conditions of this bid specification.

6 Quality Control

The following quality control conditions must be adhered to and complied with, failing of which the bid will be disqualified:

- 6.1 The successful bidder will have the primary responsibility of ensuring that the proposed solution and services comply with the required specifications in terms of functionality and technical specification including quantity and quality.
- 6.2 The successful bidder has the primary responsibility to ensure that quantity and quality are in accordance with the specifications.
- 6.3 The bidder must undertake and warrant that the proposed solution is in good condition and in line with the bid specifications.
- 6.4 A bid that does not contain all the required information and documentation will be disqualified.
- 6.5 Although the Electoral Commission will only deal with the principal service provider, if a bidder plans to sub-contract any of the services in this bid, they are required to attach copies of sub-contracting agreements in their bid response documentation.
- 6.6 Notwithstanding any shortcomings in these specifications, service providers must ensure that the proposed solution will form a workable and complete solution.
- 6.7 The Electoral Commission will issue a formal purchase order to the successful bidder before any services can be delivered.
- 6.8 Awarding of the bid to the successful bidder will be subject to the Electoral Commission's due diligence audit requirements, where applicable.
- 6.9 The Electoral Commission reserves the right and discretion to amend the quantities or cancel or not award this bid based on any reason including operational or financial requirements.
- 6.10 Awarding the bid to a successful bidder will be subject to the bidder entering into a service level agreement (SLA) with the Electoral Commission that will formalize and regulate the final deliverables and associated

processes and procedures.

- 6.11 In addition, the Electoral Commission may also call on short-listed bidders to make presentations and demonstration of the proposed solution in order for the IEC to ensure full compliance with all its requirements and as part of the request for quotation evaluation process prior to the conclusion of the adjudication of the request for quotation.

7 Supplier Performance

- 7.1 Contracting of any service provider to render goods and/or services to the Electoral Commission are subject to the fulfilment of the Electoral Commission's due diligence audit requirements.
- 7.2 An essential component of the Electoral Commission's due diligence audit requirements may involve site visits to potential suppliers/contractors as well as inspection of various key documents underpinning the establishment of the companies involved in bids of the Electoral Commission. This also includes confirmation of capability and capacity requirements to execute the services specified in such bids.
- 7.3 Upon notification of the Electoral Commission's intention to award a contract, the successful bidder will be required to enter into a service level agreement (SLA/contract) with the Electoral Commission.
- 7.4 The purpose of the SLA (if applicable other than what the Electoral Commission's standard purchase orders provide for) is to fix performance criteria within the key requirements of this request for quotation, namely quantity, quality and delivery.
- 7.5 The SLA may contain elements such as supplier progress milestones, delivery schedules, quality checkpoints and invoicing procedures.
- 7.6 The Electoral Commission reserves the right to reject any services delivered not conforming to the above.
- 7.7 Where previously-agreed delivery schedules are not met by a supplier, the Electoral Commission shall have the right to appoint an alternative supplier to make good the shortfall in supply. Any additional costs incurred by the Electoral Commission in obtaining such corrective services or products from another source will be for the account of the defaulting supplier.

8 Pricing Requirements

Completion of the detailed pricing schedule by responding to each item is compulsory. Failure to complete and submit this detailed pricing schedule as part of the bid submission shall lead to disqualification.

- 8.1 The total bid price must be firm for 180 days from the closing date and time of this bid and must be in South African Rand inclusive of VAT. Once awarded the prices will remain firm for the duration of the contract. Bidders must, therefore, ensure that they provide for any forward cover or any other provision

that may be necessary to ensure that the bid price remains firm for the duration of the contract.

- 8.2 The total bid price must be broken down as detailed in the [Appendix B: Pricing Schedule](#) and submitted as part of the bid.
- 8.3 The total bid price must be inclusive of all factors which may contribute the cost of fulfilling the bid, factors such as:
- a) Delivery Costs
 - b) Rate of Exchange
 - c) Value Added Tax (VAT)
 - d) Support and Maintenance for 36 months, payable annually
- 8.4 The Electoral Commission reserves the right to adjust costs by excluding some cost factors.
- 8.5 All costs associated with the solution must be captured on the pricing table - no additional costs will be entertained.
- 8.6 In the event that the price has FOREX dependencies, the bidder must state the portion of the price that has FOREX dependency and state the exchange rate that the price is based on at the time of bidding. Where applicable, FOREX based up or down adjustments will be allowed in Years 2 and 3 to account for exchange rate impact on the Rand. The original bid price will apply as stated in 8.2 above, subject to the exchange rate which shall be based on the specified Bank Selling Rate at the time of making payment on the purchase orders issued for years 2 and 3.

9 Adjudication and Award of Contract

- 9.1 Bidders are advised to refer to the Bid Evaluation Criteria Schedule to ensure that they have addressed all critical bid requirements.
- 9.2 The bid will be awarded to a bidder whose solution successfully conforms to specifications and is able to deliver the services, and in terms of the provisions of the Preferential Procurement Policy Framework Act, 2000 and specifically the Preferential Procurement Regulations, 2022.
- 9.3 The Electoral Commission will issue a formal order before any services can be delivered
- 9.4 It should be noted that the Electoral Commission seeks to gain the best solution technically and financially.

10 Delivery and Implementation Timeframe

- 10.1 The successful bidder will be required to deliver the licenses within 3-5 days of receiving the Purchase Order.
- 10.2 If the above timeframes are not possible the bidder must state in the bid conditions and in the written submission the reasons and the earliest date that implementation may start and be completed.

11 Briefing Session

No briefing session will be held. Bidders may, however direct enquiries concerning the technical requirements to Thato Moyaba or Bridget Ndlovu at 012 622-5700. Email queries can be directed to moyabat@elections.org.za or ndlovub@elections.org.za

12 Submissions of Bid Documentation

All submissions must be received on or before the closing date and time for submissions, as stipulated on the e-Procurement website <https://votaquotes.elections.org.za>. Submissions received after the final date and time will lead to bids being disqualified and not considered. Written submissions must be delivered to the Electoral Commission's Procurement & Asset Management Department. Delivery can be through any of the following means:

- Upload to the auction website;
- Place in the Electoral Commission tender box situated in the foyer of the Electoral Commission national office in Centurion at the following address before the closing date and time of this auction;

**Election House
Riverside Office Park,
1303 Heuwel Avenue,
Centurion,
0157**

Note: Clearly mark your submission: For the attention of Procurement and Asset Management – AUCTION: 0010550938

Failure to submit all of the required documentation before the closing time shall invalidate the bid. It remains the responsibility of the bidder to confirm receipt of the required documentation with the Electoral Commission Procurement and Asset Management Department.

12.1 **Summary of Submission Requirements**

12.1.1 All bids must be placed online on eProcurement website <https://votaquotes.elections.org.za>.

12.1.2 All written supporting documentation must be submitted as stipulated in the bid requirement.

12.1.3 Submissions received after the closing date and time will lead to bids being disqualified and not considered.

12.1.4 The following supporting documents must be submitted as part of the written submissions. Failure to submit these will lead to the bid being disqualified;

- a) Completed technical specifications in accordance with the requirements in [Appendix A: Technical Bid Response Sheet](#) to demonstrate compliance with the bid specification as per 5.2
- b) One (1) relevant contactable References, as per 5.6 - [Appendix C: Guideline Reference Table](#)
- c) Completed pricing schedule as per 8.2 - [Appendix B: Pricing Schedule](#)
- d) A letter of proof of the reseller agreement either from the OEM or an authorized distributor; (i.e. if the reseller is authorized by a distributor) as per 5.3, 5.4 and 5.5. If the reseller agreement is from a distributor, then proof from the OEM authorizing the distributor needs to be included

13 Closing Date

The closing date and time of this tender is specified on the eProcurement (Votaquotes) website in accordance the bidding requirements. The closing date and time is determined by the clock on the Electoral Commission's servers and is not negotiable. Bidders must also take note supporting documentation must be delivered before closing date and time.

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14 Appendix A: Technical Response Sheet

Completion of this technical response sheet by the bidder is compulsory.

Bidder must respond to each and every item in the response sheet.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

Product Code	Description	Duration (months)	Quantity	Bidder must indicate whichever is applicable		Bidder's response/technical specification for proposed solution – if providing more than minimum requirement
				Yes	No	
65297928BC13A36	Acrobat Pro DC for teams VIP GOV - MLP (Subscription Renewal, Level 13 50 – 99, Existing Acrobat Pro DC customers only) - 36 months - payable annually	36	50			
65097757BC1A36	Creative Cloud for Teams - All Apps Team Multiple Platforms Team - 1 User Level 3 Subscription for 36 months – payable annually	36	6			

15 Appendix B: PRICING SCHEDULE

Completion of this Pricing Schedule by the bidder is compulsory. Bidder must respond to each and every item in the response sheet. Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.						
	Product Code	Description	Duration in Months	Quantity	Unit Cost including VAT	Total Cost including VAT
1.	65297928BC13A36	Acrobat Pro DR for teams VIP – GOV – MLP (Subscription Renewal Level 13 (50-99), Existing Acrobat Pro DC customers only – 36 months - payable annually	36	50	R.....	R.....
2.	65097757BC1A36	Creative Cloud for Teams - All Apps Team Multiple Platforms Team - 1 User Level 3 Subscription for 36 months - payable annually	36	6	R.....	R.....
*TOTAL BID PRICE						R.....

***The total bid price inclusive of VAT is the bid price that the bidder will be adjudicate against. No any other additional costs will be accepted for bid evaluation and adjudication purposes.**

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16 APPENDIX C: Guideline Reference Table

Reference #1

EACH REFERENCE MUST CONTAIN THE FOLLOWING DETAILS:		
Customer name		
Contact Person		
Contact Details	Email	
	Telephone	
	Physical address	
Service Description	Product (s)	
	Services Provided	
Service Value	Number of Licenses delivered	
Timeframe	When was this done?	

17 APPENDIX D: PANEL MEMBER

The bidder is to indicate below whether they are on the panel of the following contracts as per 5.9

	Contract	Bidder to indicate YES / NO
1.	IEC/ICT-01/2020 – ICT Professional and Support Services	
2.	IEC/ICT-02/2020 – GIS Professional and Support Services	
3.	IEC/ICT-03/2020 – SAP (ERP) Professional and Support Services	

18 Appendix E: Bid Evaluation Criteria

18.1 Stage 1: Assessment of Bidder's Disclosure

All bids received will be evaluated and assessed in respect of the mandatory information provided in the Bidder's Disclosure (SBD4) as well as the register for restricted suppliers and tender defaulters.

Any potential issues that may arise or transgressions that may identified will be pursued in accordance with statutory obligations and requirements.

In this regard, the following must be noted:

The Electoral Commission must, as part of its supply chain management (SCM) processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement process to enable the accounting officer or delegated authority to make informed decisions about the person participating in the SCM process.

As such, the Bidders Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure B, was extended to all entities which were invited to participate in the SCM process.

As part of the evaluation of the procurement process, the information provided by a person on the SBD4 form must be evaluated.

In so doing, it must be noted that if the bid evaluation establishes that:

- (a) a person within the bidding entity is an employee of the State, the Electoral Commission's Accounting Officer/accounting authority must request the relevant accounting officer/accounting authority whether the person-
 - (i) Is prohibited from conducting business with the State in terms of Section 8 of the Public Administration Management Act, 2014; or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
- (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004;
- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998, the conduct must be reported to the Competition Commission; and
- (d) the conduct of a person must be dealt with in terms of the prescripts applicable to the Electoral Commission.

If it is established that a person has committed a transgression in terms of the above, or any other transgression of SCM prescripts, the bid may be rejected and the person may be restricted.

The Electoral Commission's Accounting Officer/accounting authority must inform National Treasury of any action taken against a person within 30 days of implementing the action.

During the bid evaluation process, the Electoral Commission must in addition to other due diligence

measures, establish if a person is not listed in-

- (a) the Register of Tender Defaulters; and
- (b) the list of restricted suppliers.

A bid related to a restricted bidder or tender defaulter shall be rejected.

The under-mentioned assessment criteria will be used to evaluate the elements relating to SBD4, CSD registration, tax compliance, restricted suppliers and tender defaulters:

	Assessment Criteria	Bidder Requirement (YES/NO)	Comments
1.	Bidder is registered on the National Treasury Central Supplier Database (CSD). *		
2.	Bidder is tax compliant. **		
3.	The bidder is not an employee of the state.		
4.	Having certified the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Prevention and Combating of Corrupt Activities Act.		
5.	Having certified to the SBD4, it is accepted that the bidder's conduct does not constitute a transgression of the Competition Act.		
6.	The bidder is not a tender defaulter as per the register published on the National Treasury website.		
7.	The bidder is not a restricted supplier as per the register published on the National Treasury website.		

* No bid shall be accepted if a supplier is not registered on the National Treasury Central Supplier Database (CSD).

** A bidder must be tax compliant before a contract is awarded. A bid will be disqualified if the bidder's tax affairs remains non-compliant as per the provisions of National Treasury Instruction No 09 of 2017/2018 Tax Compliance Status Verification.

18.2 Stage 2 – Key Qualifying Criteria

<u>Annexure E – Bid Evaluation Criteria</u>				
Stage 2 – Key Qualifying Criteria				
Failure to comply with any of the requirements below will result in the bid being disqualified				
No.	Description	Yes	No	Comments
1.	Did the bidder place their bid online as per 5.1?			
2.	Did bidder provide details of licenses proposed in this bid as per 5.2?			
3.	Did bidder provide a letter of proof of the reseller agreement either from the OEM or an authorized distributor (i.e. if the reseller is authorised by a distributor). If the reseller agreement is from a distributor then proof from the OEM authorizing the distributor must to be included as per 5.3, 5.4 and 5.5?			
4.	Did bidder complete and submit Pricing Schedule as per 8.2?			
5.	Did bidder submit at least one (1) contactable reference where a project of similar scope (delivery of Adobe licenses) was successfully executed as per 5.6?			
6.	Bidder is not part of the IEC's IT panels as per 5.9?			
Overall Stage 2 Outcomes:		<u>Assessment Comments:</u>		
		Bid qualifies for further consideration: (YES/NO):		

18.3 Stage 3 – Technical Evaluation

Completion of this technical response sheet by the bidder is compulsory.

Bidder must respond to each and every item in the response sheet.

Failure to complete and submit this technical bid response sheet as part of the bid submission shall lead to disqualification.

Product Code	Description	Duration (months)	Quantity	Bidder must indicate whichever is applicable		Comments
				Yes	No	
65297928BC13A36	Acrobat Pro DR for teams VIP – GOV – MLP (Subscription Renewal Level 13 (50-99), Existing Acrobat Pro DC customers only – 36 months – payable annually	36	50			
65097757BC1A36	Creative Cloud for Teams - All Apps Team Multiple Platforms Team - 1 User Level 3 Subscription for 36 months – payable annually	36	6			
Overall Stage 3 Outcomes:	<u>Assessment Comments:</u>					
	Bid qualifies for further consideration: (YES/NO):					

Stage 4 – Adjudication of Bids

Only bids that comply with the requirements and conditions of the RFQ and that meet the minimum criteria in the bid evaluation process as stipulated above will be considered for bid adjudication purposes.

Only market related bids will be acceptable.

Adjudication of qualifying bids will be done in accordance with the 80/20 preference point system provided for in the Preferential Procurement Regulations, 2022.

The number of preference points will be allocated dependent on the B-BBEE status level of contributor as stated in the table below which is contained in the Preferential Procurement Regulations, 2022.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

Bid Evaluation Committee

	Evaluation Committee Member's Name	Signature
1		
2		
3		
4		
5		

Overall Adjudication Outcomes:
