

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

SPECIFICATION FOR PROCUREMENT OF ADOBE CREATIVE CLOUD

RFP NUMBER: RFP/2021/001344

CLOSING DATE: 04 FEBRUARY 2026

CLOSING TIME: 11:00

1. INTRODUCTION

- 1.1 The Public Service Sector Education and Training Authority (PSETA) is established in terms of section 9(1) and (2) of the Skills Development Act (Act No. 97 of 1998 as amended). The Skills Development Act is the enabling legislation and guides PSETA operations as a Sector Education and Training Authority (SETA), as set out in section 10 of the Act.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to assist with the renewal of the Microsoft Dynamics 365.

3. SCOPE OF WORK/SPECIFICATION

PSETA requires the services of the Adobe Acrobat provider to assist with the procurement for the following licenses for a period of 7 months:

- Creative Cloud All Apps x 2 (VIP: DC05BC7E6F509959C5DA)

4. TIME FRAME

- 4.1 The licenses are required for a period of 07 months.

5. COSTING

- 5.1 A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e., including professional fees, venue hire, travel expenses, disbursements, and VAT). The PSETA may require a breakdown of rates on any of the items priced, and service providers are required to provide the same. PSETA reserves the right to negotiate the price.

8 PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

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| | | Points |
|--------------------------------------------------------------------------|---|------------|
| Price | | 80 |
| Special goals | | 20 |
| Black owned company Bidder who has 51% to 100% black people ownership | 8 | |
| Women Bidder who has 51% to 100% women ownership | 4 | |
| Youth Bidder who has 51% to 100% youth ownership | 5 | |
| Disability Bidder who has 51% to 100% disability ownership | 3 | |
| Total | | 100 |

8 FORMAT OF THE BID SUBMISSION

8.1. Proposals must be submitted electronically.

8.2. Submission of all applicable documents as indicated below:

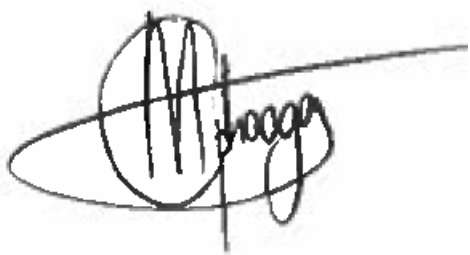
- Certified copy of doctor's certification with medical practice number.
- Certified copies of the director's ID's document(in order claim points for disability as per SBD 6.1)
- Certified copy of BB-BEE certificate or sworn affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
- Copy of the registration document of the organisation (CIPC);
- Copy of the Central Supplier Database registration.

4. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

a. All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 1 (All sections must be fully completed)
- SBD 4 (All sections must be fully completed)
- SBD 6.1 (All sections must be fully completed)
- Proof of registration on Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled)

NB: Please note that failure to submit documents requested on section 5 will render the proposal disqualified.

A handwritten signature in black ink, featuring a large, stylized 'M' and a long horizontal stroke extending to the right.

30 January 2026