

ANNEXURE A

TERMS OF REFERENCE FOR THE PROCUREMENT OF ADOBE TEAM SUBSCRIPTION LICENSES

1. PURPOSE

The purpose of this procurement is to appoint a qualified and authorised Adobe reseller to supply, deliver, and support Adobe Team Subscription Licenses for PanSALB's use.

2. SCOPE OF WORK

The successful bidder shall provide genuine Adobe Team Subscription Licenses, including license provisioning, administration support, technical assistance, and access to software updates for the duration of the subscription period.

3. REQUIRED LICENCES

Item No.	Description	Quantity
1	Adobe Acrobat Pro for Teams	20 Licenses
2	Adobe Illustrator Creative Cloud Pro for Teams	2 Licenses

4. TECHNICAL SPECIFICATIONS

4.1. Adobe Acrobat Pro for Teams (20 Licenses)

The licenses must include, but not be limited to, the following functionality:

- Creation, editing, conversion, and management of PDF documents.
- PDF merging, splitting, compression, and organization tools.
- Optical Character Recognition (OCR) for scanned documents.
- Electronic signatures and document approval workflows.
- Password protection, encryption, and document security controls.
- Collaboration, commenting, and document review features.
- Integration with Microsoft Office applications.
- Cloud storage and document synchronization capabilities.
- Access to Adobe Admin Console for license management.
- User assignment and reassignment functionality.
- Access to software updates and security patches.

4.2. Adobe Illustrator Creative Cloud Pro for Teams (2 Licenses)

The licenses must include, but not be limited to, the following functionality:

- Professional vector graphics and illustration tools.
- Creation of logos, marketing materials, technical illustrations, and infographics.
- Advanced drawing and typography capabilities.
- Support for print, web, mobile, and digital publishing.
- Import and export of industry-standard file formats.
- Shared Creative Cloud Libraries and collaboration tools.
- Access to Adobe Admin Console for license management.
- User assignment and reassignment functionality.
- Access to software updates and security patches.

5. LICENSING REQUIREMENTS

The bidder shall provide:

- Genuine Adobe Team Subscription Licenses.
- Named-user licensing model.
- Annual subscription licenses.
- Centralised license administration through Adobe Admin Console.
- Ability to add, remove, and reassign licenses as required.
- Continuous access to software updates and security enhancements.
- Compliance with Adobe licensing terms and conditions.

6. DELIVERY REQUIREMENTS

The successful bidder shall:

- Deliver license activation details electronically.
- Provision all licenses within five (5) business days from receipt of an official purchase order.
- Provide administrator onboarding and setup guidance.
- Provide proof of license entitlement and subscription confirmation.

7. SUPPORT REQUIREMENTS

The bidder shall provide:

- Licensing support during the subscription period.
- Assistance with license activation and user assignment.
- Technical escalation support for licensing-related issues.

- Access to Adobe support services applicable to Team licenses.
- A designated account manager or support contact.

8. COMPLIANCE REQUIREMENTS

Bidders must:

- Be an authorised Adobe Reseller, Partner, Distributor, or Licensing Provider.
- Supply only genuine Adobe software licenses.
- Provide proof of Adobe accreditation upon request.
- Comply with all applicable software licensing requirements.

9. PRICING

Bidders must provide pricing for:

- Adobe Acrobat Pro for Teams – 20 licenses.
- Adobe Illustrator for Teams – 2 licenses.
- Any applicable support and subscription costs.
- All prices must be quoted in South African Rand (ZAR), inclusive of all applicable taxes.

10. CONTRACT PERIOD

The licenses shall be provided for a period of thirty-six (36) months from the date of activation, unless otherwise specified in the purchase order.