



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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TERMS OF REFERENCE

**APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT
ADOBE SOFTWARE LICENSES FOR DPWI AND PROVIDE
MAINTENANCE AND SUPPORT FOR A PERIOD OF 12 MONTHS**

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1. Background

- 1.1 The Department of Public Works and Infrastructure (DPWI) is seeking to appoint a qualified and experienced service provider to provide and implement ADOBE Software licenses for DPWI.

2. Business objectives

- 2.1 To procure and implement the ADOBE software licenses for the DPWI, with maintenance and support for a period of 12 months.

3. Scope of Work

- 3.1 The appointed service provider will provide the Department with the ADOBE Software packages on a maintenance & support 12 months term.
- 3.2 Bidders must submit a quotation on the business letterhead with contactable business details
- 3.3 The services will be required for the DPWI Head Office which is situated in the Pretoria, Gauteng province.
- 3.4 Bidders must submit a referral letter indicating the relevant experience in the ADOBE software implementation field, the letter must contain contactable details
- 3.5 The Software must be able to run on the 7th generation and up computer/laptop technical architecture
- 3.6 Bidders must clearly indicate the tools that have the design features on their Quote
- 3.7 Cracked and/or pirated software packages will lead to disqualification and other penalties for the bidder
- 3.8 The Department and the appointed service provider will undertake license utilization reconciliation exercises from time to time to ensure maximum and effective software utilization during the 12 months term of contract.
- 3.9 Appointed service provider will be required to enter into an SLA agreement with the Department within the 12 months period of the contract term
- 3.10 The bidder must provide the name and full description of their software and packages in the proposal, including the software stack on offer

3.11 The software will be centrally managed and installed from head office.

4. Evaluation criteria

4.1 Evaluation will be done based on technical capability of the software for the Department

4.2 Evaluation will be done on price and preference points.