



Procurement Management Unit

Issue Date: 30 June 2026
Closing Date: 17 July 2026 @ 10h00

Request for Sealed Quotations for Non-Consultancy Services

Provision of Adobe Acrobat Pro DC Software License
Renewal for the Namibia Qualifications Authority (Lump-Sum
Contract)

Procurement Reference No: NCS/RFQ/NQA-07/2026/27

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total Quote Amount: (N\$)	VAT exclusive:
	VAT inclusive:

Namibia Qualifications Authority
Private Bag 13247
Windhoek
Namibia

Phone: +264 61 384 100
www.namqa.org

Fax: +264 61 384 114 Website:

Disclaimers: Bidders are advised to be vigilant against scammers purporting to be members of the NQA's Procurement Management Unit and soliciting payments or other favours in exchange for procurement contracts. All official correspondences will only be communicated through NQA's authorised official email addresses. Any suspicious communication should be disregarded and reported to the NQA immediately.

NOTICE TO BIDDERS

Please take note:

- Take note to sign all relevant pages as stipulated in this standard bidding document.
- Complete bidders' conflict of interest declaration under Instructions to Bidder 4(j).
- Initialize all pages of this standard bidding document, including supporting documents.
- Stamp all pages where applicable as indicated where a stamp is required.
- Submit a complete bidding document as issued.
- A receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s). However, applicable for the Affirmative Action Compliance certification.
- Copies of mandatory documents not certified by the Namibian Police or Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) will not be accepted, except the valid Good Standing Social Security Certificate.



Letter of Invitation

Procurement Reference No: **NCS/RFQ/NQA-07/2026/27**

Date: 30 June 2026

Dear Prospective Bidder,

Provision of Adobe Acrobat Pro DC Software License Renewal for the Namibia Qualifications Authority (Lump-Sum Contract)

The Namibia Qualifications Authority invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Moreover, bidders are urged to ensure that all spaces provided for the bidder in this document are completed. Failure to adhere, may result in the disqualification of your bid.

Queries, if any, should be addressed to Ms. Johanna Filippus at Johanna.Filippus@namqa.org or +264 (61) 384 165/113. ***Request for clarifications should be received seven (7) working days prior to the deadline set for submission of bids.***

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Paulus Paulus

Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Qualifications Authority reserves the right:

- (a) to accept or reject any quotation or to cancel the quotation process; and
- (b) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be for **one hundred and twenty (120) working days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- a) submit a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **full valid Founding Statement or company registration including any amendment, if any, and with a Certificate of Incorporation, clearly indicating ownership and shares.**
- b) submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **valid Good Standing Tax Certificate; Certificate must be valid at the date of submission.**
- c) submit an original or a copy of a **valid Good Standing Social Security Certificate; Certificate must be valid at the date of submission.**
- d) submit a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of **Affirmative Action Compliance Certificate** (in the event that the AAC certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commissioner indication that the employer did submit the report for the period following from the date when the certificate was issued), **proof from Employment Equity Commissioner** that bidder is not a relevant employer, or **exemption** issued in terms of Section 42 of the Affirmative Action Act, 1998 or a **valid certified copy of the original document; Certificate must be valid at date of submission.**

- e) submit a **Written Undertaking** in terms of section 138 of the Labour Act, 2007 and section 50(2)(d) of the Public Procurement Act, 2015.
- f) submit a signed **Bid Securing Declaration**.
- g) a **declaration** outlining the preference the bidder qualifies for as well as documentary evidence as outlined in the table at ITB no. 14 (optional).
- h) a bidder must have proven experience in supplying Adobe Acrobat Pro DC Software License Renewals to local corporate / government clients. Attach at least two (2) relevant contactable **reference letters** not older than three (3) years. These must be dated and bear an official stamp.
- i) bidder must be a valid Adobe Re-Seller (Attach a valid proof of authorisation letter with accreditation ID issued by Adobe to resell and support the licenses).
- j) a bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Government Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/EGovProcClient/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idbgroup/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projectsoperations/procurement/debarred-firms>

BIDDERS' CONFLICT OF INTEREST DECLARATION

(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder or owners participated in more than one bid in this bidding process? Participation by a bidder or owners in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid?		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		

Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process?		
Is the bidder a member of the Council, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of the NQA?		
<i>If yes, please elaborate the nature of conflict:</i> 		

Note: Any Bidder found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.

5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

6. Services Completion Period

The completion period for services shall be within Thirty (30) working days after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Namibia Qualifications Authority with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be delivered in the **Bid Box** located at the Namibia Qualifications Authority, Head Office, Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek not later than **Friday, 17 July 2026 at 10h00am**. Quotations by post or hand delivered should reach Namibia Qualifications Authority, by the same date and time at latest. *Late quotations will be rejected.*

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened by the Namibia Qualifications Authority representatives immediately after the closing time referred to in clause 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website www.namqa.org/procurement and <https://egp1.gov.na> and available to any bidder on request within three (3) working days of the Opening.

11. Evaluation of Quotations

The Namibia Qualifications Authority shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotations.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

The applicable margins of preference and the documentary evidence required are outlined in the table below. Moreover, in addition to the documentary evidence outline in the table below, a bidder **MUST** include a **DECLARATION(s)** in its bid, outlining the preference the bidder qualifies for **tick only one box per category** (this declaration doesn't have to be from the Police, the bidder can type one and duly sign it on the company letterhead:

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology is as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

No.	Categories of bidders	Definition/Criteria	Margin of preferences	Documentary evidence to be submitted with the bid. (all the documents required per category must be submitted)	Document evidence submitted (bidder to indicate yes/no by ticking)	
					Yes	No
1.	Manufacturer	"manufacturer" means a person or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work - (i) performed by a power-driven machine or by hand; or (ii) done in a home or factory; or (iii) the new products are sold on a wholesale or retail basis;	2%	a) Certified copy of Certificate of registration from a registering authority b) Declaration (<u>under oath</u>) by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added Calculation.		
2.	Micro, Small and medium Enterprise	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51%	1%	a) Certified copy of SME registration certificate b) Declaration (<u>under oath</u>) indicating the percentage of Namibian MSME		

		owned by Namibians				
3.	Women-owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	a) Certified copy of Identity Documents (IDs) of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate c) Declaration (under oath) indicating the percentage of Namibian female ownership		
4.	Youth owned enterprise	a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths. "youth" means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009)	2%	a) Certified copy of IDs of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate c) Declaration (under oath) indicating the percentage of Namibian youth ownership		
5.	Previously Disadvantaged, Person (PDP) owned enterprise	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs "Previously disadvantaged persons" means persons contemplated in Article 23(2) of the Namibian Constitution and includes - (a) women; and (b) persons with any disability as defined in the National Disability Council Act, 2004 (Act No. 26 of 2004);"	2%	a) Certified copy of IDs of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificates c) Declaration (under oath) indicating the percentage of Namibian PDPs ownership (declaration to specify which category of PDP is being applied for)		
6.	Supplier providing environmental protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	a) Declaration (under oath) by the bidder that the latter deals with environmental protection		
7.	Suppliers providing employment to Namibian	A bidder who employs 50% or more Namibian citizens	1%	a) Declaration (under oath) that the bidder employs 50% or more Namibian citizens. b) Certified copies of IDs of Namibian citizens employed by the bidder		
Total			10%			

15. Award of Contract

The bidders having submitted the lowest evaluated responsive quotations and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of an Award letter/Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

16. Notification of Award and Debriefing

The Namibia Qualifications Authority shall after award will promptly inform all bidders by posting a notice of award of ward on its website www.namqa.org/procurement and <https://egp1.gov.na>. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working days of the publication of the notice of award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to:	Namibia Qualifications Authority
Procurement Reference Number:	NCS/RFQ/NQA-07/2026/27
Subject matter of Procurement:	Provision of Adobe Acrobat Pro DC Software License Renewal for the Namibia Qualifications Authority (Lump-Sum Contract)

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. *We further understand that this subscription could lead to disqualification on the grounds mentioned in the BDS.*

The validity period of our quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: _____[Day|month|year]

Procurement Ref No.: NCS/RFQ/NQA-07/2026/27

To: Namibia Qualifications Authority
Private Bag 13247
Windhoek

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

[insert signature of person whose name and capacity are shown]

Capacity

of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Company Stamp:



Republic Of Namibia

MINISTRY OF JUSTICE AND LABOUR RELATIONS

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(d) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I*[insert full name]*, owner/representative

of*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: SCOPE OF SERVICES

Procurement Title: Provision of Adobe Acrobat Pro DC Software License Renewal for the Namibia Qualifications Authority (Lump-Sum Contract)

1. Background

The Namibia Qualifications Authority (NQA) is a statutory body established in terms of the Namibia Qualifications Authority Act and is responsible for overseeing the development and implementation of the National Qualifications Framework (NQF) in Namibia.

In carrying out its mandate, NQA relies on secure, reliable, and efficient digital tools to support document management, collaboration, workflow automation, and administrative operations. NQA currently utilizes Adobe Acrobat Pro DC licenses for the creation, editing, conversion, signing, protection, and management of electronic documents.

To ensure uninterrupted access to these services, continued software compliance, and access to the latest features and security updates, NQA intends to procure the renewal of Adobe Acrobat Pro DC licenses through a lump-sum contract arrangement.

2. Purpose of the Assignment

The purpose of this assignment is to appoint a suitably qualified and authorized service provider for the renewal of Adobe Acrobat Pro DC software licenses for the Namibia Qualifications Authority.

3. Scope of Work

The successful bidder shall be responsible for the renewal of Adobe Acrobat Pro DC licenses:

6x Adobe Acrobat Pro DC for teams ALL; Team Licensing Subscription New; MULT; MUL EU;

Renewal details

Org name

Namibia Qualifications Authority

VIP number

DEDB3369377B574A80DA

Anniversary date

27-04-2026 PDT

PLAN NAMEB-USER LICENSES

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NQA-07/2026/27**

Provision of Adobe Acrobat Pro DC Software License Renewal for the Namibia Qualifications Authority (Lump-Sum Contract)

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Qty	Country of Origin	ETA (weeks, days/month)	Unit Price (N\$)	Total Price (N\$) (12 Months)
A*	B*	C	D	E	F	G
1.	Adobe Acrobat Pro DC-License Renewal (12 months) (Adobe Acrobat Pro DC for teams ALL; Team Licensing Subscription New; MULT; MUL EU;)	6				
	<i>The afore-mentioned to be quoted on a 12-months subscription.</i>					
		<i>Enter 0% VAT rate if VAT exempt.</i>			Other additional costs <i>Specify.....</i>	
					Subtotal	
					VAT @ %	
					Annual Total	

* Columns A to C to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NQA-07/2026/27**

[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	6 x Adobe Acrobat Pro DC for teams ALL; Team Licensing Subscription New; MULT; MUL EU;		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS-LS/RFQ-GCC** for the procurement of services (Lump-Sum) available on the website of the Public Entity (www.namqa.org) *except were modified by the Special Conditions below.*

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NQA-07/2026/27

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is not applicable.
Definitions GCC 1.1(l)	The Member is: [to be inserted as contract signing]
Definitions GCC 1.1(o)	The Service Provider is: [to be inserted as contract signing]
Notices GCC 1.4	Any notice shall be sent to the following addresses: Attention: Ms. Harmoni Beukes Acting Chief Executive Officer Namibia Qualifications Authority Email: Harmoni.Beukes@namqa.org Keep in copy: Mr. Paulus Paulus (Head: PMU) Paulus.Paulus@namqa.org For the [Service Provider], the address and contact name shall be:
Authorised Representative s GCC 1.6	The Authorised Representatives are: For the Public Entity: Ms. Harmoni Beukes Acting Chief Executive Officer Namibia Qualifications Authority Email: Harmoni.Beukes@namqa.org For the Service Provider <i>[to be inserted at contract signing]</i> :
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is the date of the Purchase order.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NQA – 07/2026/27

Description	Attached (please tick if submitted and cross if not)
Quotation Letter.	
Priced Activity Schedule.	
Specification and Compliance Sheet.	
Submit a signed Bid Securing Declaration.	
submit a company profile detailing experience of similar services.	
Submit a certified copy of a full valid Founding Statement or company registration including any amendment, if any, and with a Certificate of Incorporation, clearly indicating ownership and shares.	
Submit an original or a certified copy of a valid Good Standing Tax Certificate.	
Submit an original or a copy of a valid Good Standing Social Security Certificate.	
Submit a valid certified copy of Affirmative Action Compliance Certificate <u>(in the event that the AAC certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commissioner indication that the employer did submit the report for the period following from the date when the certificate was issued)</u> , or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998 or a valid certified copy of the original document.	
A written undertaking on the part of the Bidder, that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.	
Bidder must be a valid Adobe Re-Seller (Attach a valid proof of authorisation letter with accreditation ID issued by Adobe to resell and support the licenses).	
Bidder must have proven experience in supplying Adobe Acrobat Pro DC Software License Renewals to local corporate entities. Attach at least two (2) relevant contactable reference letters not older than three (3) years.	
Attach declaration(s) and documentary evidence in the event a bidder is applying for a margin of preferences (optional).	

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.