

PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY

Procurement Number: **PPDA/ 01/ADOBE ACROBAT**

Date: 25/03/ 2024

To

The Procuring Entity named above invites you to submit your quotation for supply and Installation of Adobe Acrobat Pro as described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1) Description of GOODS

SUPPLY AND INSTALLATION OF ADOBE ACROBAT PRO

- 2)** Quotation prices should be based on:
for goods supplied from outside of Malawi; DDP - Insured and delivered to **PPDA Offices**.
- 3)** The delivery period required is within **2 days/weeks/months** from date of order.
- 4)** Quotations must be valid for **30days** from the date for receipt given below.
- 5)** Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
- 6)** Quotations must be received, in sealed envelopes, no later than: **10:00 hrs** on **28/03/2024**
- 7)** Quotations must be returned to: **IPDC Chairman, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3**
- 8)** The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
- 9) Warranty period : N/A**
Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by item or by total through the issue of a Local Purchase Order.

Signed:



Name: **MAGGIE MWAUPIGHU**

Title/Position: **PROCUREMENT OFFICER**

For and on behalf of the Purchaser

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Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period (where applicable):..... Months.
- 5) We attach the following documents:
 - i) Section C of the Request for Quotations completed and signed;
 - ii) A copy of our Trading Licence,
 - iii) A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv) A list of recent Government contracts performed,
 - v) MSME Certificate in Medium category.
- 6) We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature _____ Name: _____
: _____

Position: _____ Date: _____
_____ (DD/MM/YY)

Authorised for and on behalf of:

Company _____
: _____

Address:
.....

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Adobe Acrobat Pro (for 7 users)	Each	7		
	Specification attached				
Total					

The following attachments are appended to clarify the Description of Goods:
[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name:

—

Position:

Date:

ADOBE ACROBAT PRO SPECIFICATION

MAIN FEATURES	FUNCTIONS
1. OS Compatibility	<ul style="list-style-type: none"> <input type="checkbox"/> Window 10/11 & Mac OS
2. Creating PDFs	<ul style="list-style-type: none"> • Create PDFs with Acrobat • Create PDFs with PDFMaker • Using the Adobe PDF printer • Converting web pages to PDF • Creating PDFs with Acrobat Distiller • Adobe PDF conversion settings • PDF fonts • Editing PDFs
3. Editing PDFs	<ul style="list-style-type: none"> • Edit text in PDFs • Edit images or objects in a PDF • Rotate, move, delete, and renumber PDF pages • Edit scanned PDFs • Enhance document photos captured using a mobile camera • Optimizing PDFs • PDF properties and metadata • Links and attach
4. Scan and OCR	<ul style="list-style-type: none"> • Scan documents to PDF • Enhance document photos • Troubleshoot scanner issues when scanning using Acrobat
5. Forms	<ul style="list-style-type: none"> • PDF forms basics • Create a form from scratch in Acrobat • Create and distribute PDF forms • Fill in PDF forms • PDF form field properties • Fill and sign PDF forms • Setting action buttons in PDF forms • Publishing interactive PDF web forms • PDF form field basics • PDF barcode form fields • Collect and manage PDF form data • About forms tracker • PDF forms help • Send PDF forms to recipients using email or an internal server
6. Combining files	<ul style="list-style-type: none"> • Combine or merge files into single PDF • Rotate, move, delete, and renumber PDF pages • Add headers, footers, and Bates numbering to PDFs • Crop PDF pages • Add watermarks to PDFs • Add backgrounds to PDFs • Working with component files in a PDF Portfolio • Publish and share PDF Portfolios • Overview of PDF Portfolios • Create and customize PDF Portfolios
7. Sharing, reviews, and commenting	<ul style="list-style-type: none"> <input type="checkbox"/> Share and track PDFs online Mark <input type="checkbox"/> up text with edits <input type="checkbox"/> Preparing for a PDF review <input type="checkbox"/> Starting a PDF review <input type="checkbox"/> Hosting shared reviews on SharePoint or Office 365 sites

	<input type="checkbox"/> Participating in a PDF review <input type="checkbox"/> Add comments to PDFs <input type="checkbox"/> Adding a stamp to a PDF <input type="checkbox"/> Approval workflows <input type="checkbox"/> Managing comments view, reply, print <input type="checkbox"/> Importing and exporting comments <input type="checkbox"/> Tracking and managing PDF reviews
8. Saving and exporting PDFs	<input type="checkbox"/> Saving PDFs <input type="checkbox"/> Convert PDF to Word <input type="checkbox"/> Convert PDF to JPG <input type="checkbox"/> Convert or export PDFs to other file formats <input type="checkbox"/> File format options for PDF export <input type="checkbox"/> Reusing PDF content
9. Security	<input type="checkbox"/> Enhanced security setting for PDFs <input type="checkbox"/> Securing PDFs with passwords <input type="checkbox"/> Manage Digital IDs <input type="checkbox"/> Securing PDFs with certificates <input type="checkbox"/> Opening secured PDFs <input type="checkbox"/> Removing sensitive content from PDFs <input type="checkbox"/> Setting up security policies for PDFs <input type="checkbox"/> Choosing a security method for PDFs <input type="checkbox"/> Security warnings when a PDF opens <input type="checkbox"/> Securing PDFs with Adobe Experience Manager <input type="checkbox"/> Protected View feature for PDFs <input type="checkbox"/> Overview of security in Acrobat and PDFs <input type="checkbox"/> JavaScripts in PDFs as a security risk <input type="checkbox"/> Attachments as security risks <input type="checkbox"/> Allow or block links in PDFs
10. Electronic signatures	<input type="checkbox"/> Sign PDF documents <input type="checkbox"/> Capture your signature on mobile and use it everywhere <input type="checkbox"/> Send documents for e-signatures <input type="checkbox"/> Create a web form <input type="checkbox"/> Request e-signatures in bulk <input type="checkbox"/> About certificate signatures <input type="checkbox"/> Certificate-based signatures <input type="checkbox"/> Validating digital signatures <input type="checkbox"/> Adobe Approved Trust List <input type="checkbox"/> Manage trusted identities
11. Printing	<input type="checkbox"/> Basic PDF printing tasks <input type="checkbox"/> Print Booklets and PDF Portfolios
	<input type="checkbox"/> Advanced PDF print settings <input type="checkbox"/> Print to PDF <input type="checkbox"/> Printing color PDFs (Acrobat Pro) <input type="checkbox"/> Printing PDFs in custom sizes
12. Searching and indexing	<input type="checkbox"/> Creating PDF indexes Searching <input type="checkbox"/> PDFs
13. Multimedia and 3D models	<input type="checkbox"/> Add audio, video, and interactive objects to PDFs Adding <input type="checkbox"/> 3D models to PDFs (Acrobat Pro) <input type="checkbox"/> Displaying 3D models in PDFs <input type="checkbox"/> Interacting with 3D models <input type="checkbox"/> Measuring 3D objects in PDFs <input type="checkbox"/> Setting 3D views in PDFs <input type="checkbox"/> Enable 3D content in PDF <input type="checkbox"/> Adding multimedia to PDFs <input type="checkbox"/> Commenting on 3D designs in PDFs

	<input type="checkbox"/> Playing video, audio, and multimedia formats in PDFs <input type="checkbox"/> Add comments to videos
14. Print production tools (Acrobat Pro)	<input type="checkbox"/> Print production tools overview Printer <input type="checkbox"/> marks and hairlines <input type="checkbox"/> Previewing output <input type="checkbox"/> Transparency flattening <input type="checkbox"/> Color conversion and ink management <input type="checkbox"/> Trapping color
15. Color management	<input type="checkbox"/> Keeping colors consistent <input type="checkbox"/> Color settings <input type="checkbox"/> Color-managing documents <input type="checkbox"/> Working with color profiles <input type="checkbox"/> Understanding color