
TERMS OF REFERENCE (TOR)

For the Procurement of IT Software Subscription: PDF (Adobe Acrobat Pro) Software Subscription X 100 licenses

1. Background

Following a recent security review and risk assessment the organisation identified an external web-based tool (e.g. iLovePDF) as posing potential information security, data leakage and compliance risks.

The tool is widely used by staff particularly for merging and managing PDF documents. There is a high operational demand for PDF merging and document handling across departments, which require a secure and scalable internal solution.

2. Objective

- To provide a secure, approved tool for high-volume PDF merging and document management
- To eliminate reliance on unapproved external platforms
- To improve operational efficiency for users handling large volumes of documents
- To ensure compliance with organisational data protection and governance policies

3. Scope of Work

The service provider will be required to supply a PDF software solution (Adobe Acrobat Pro) that meets the following requirements:

- Enable bulk merging and batch printing of certificate files.
- Be fully compatible with Windows operating systems.
- Provide basic PDF editing and manipulation features such as merging, combining and securing PDF files (e.g. password protection).
- Include required licenses and activation support for the agreed number of users or devices.

4. Deliverables

The following outcomes are expected from this procurement:

Purchase and activation of PDF software subscription (Adobe Acrobat Pro) X 100 licenses

The subscription should be valid for a minimum of 12 months, with the possibility of renewal based on performance and budget availability

5. Justification

The procurement of the PDF software subscription (Adobe Acrobat Pro)is necessary for the following reason:

There is a significant volume of daily document merging and PDF processing activities across the organisation. Users currently rely on external web tools to perform these tasks.

6. Costing and Budget

Market Related

