

Notice of Tender(English)

1. General Provisions

- 1) Project name: Adobe Creative Cloud License Renewal
- 2) Specifications and Quantities: Refer to the attached document
- 3) Estimated Price: Not disclosed
- 4) Location: Academic Building, The State University of New York Korea
- 5) Delivery and Installation Period: Within 21 days after the contract
 - Installation to be carried out in reference to the attached specifications.
- 6) Delivery Method:
 - Requested items shall be delivered at the specified date and location designated by the university.
 - In case of changes in the delivery quantity due to the university's circumstances, the unit price shall be in accordance with the contract price, and items not specified in the contract shall be delivered at the market retail price.

2. Bidding Schedule and Submission

1) Bidding Schedule

Category	Bid Announcement	Bid Registration Deadline	Bid Opening
Date	July 20, 2026 (Mon) ~ July 27, 2026 (Mon)	July 27, 2026 (Mon)	July 28, 2026 (Tues)
Details	SUNY Korea Official Website	Room A502 (HR & Operations Team Office)	Room A502

* The schedule is subject to change due to circumstances, and any changes will be notified in advance via phone call or email.

- 2) Submission Method: In-person submission or postal submission (Accepted until July 27, 2026 Mon. postmarked date)
- 3) Submission Location: HR & Operations Team, State University of New York Korea
 - * Room A502, 119-2 Songdo Munhwa-ro, Yeonsu-gu, Incheon, South Korea

3. Bidding Method: Open Competitive Bidding (* Lowest Price Bidding)

4. Eligibility

- 1) A bidder shall have no grounds for disqualification under the “Enforcement Decree of The Act on Contracts to Which the State is a Party.”
- 2) A bidder shall have completed the bid registration by the registration deadline.
- 3) A bidder shall have completed business registration prior to the bid registration deadline and shall currently be engaged in a business that meets the requirements of this bid.
- 4) If an unqualified bidder participates in the bidding, such bidder may be subject to sanctions as an improper business operator in accordance with the Enforcement Decree of the Act on Contracts to Which the State is a Party.

5. Bid Opening

- 1) Date: July 28, 2026 (Tues)
- 2) Location: Room A502, State University of New York Korea

6. Determination of Successful Bidder

- 1) In accordance with the laws and regulations related to contracts with the government, the university will select the bidder with the total lowest bid price (including VAT) below the estimated price.
- 2) In case of identical bids from two or more bidders, the university will conduct a draw among the bidders with identical prices.

7. Invalidation of Bids: In accordance with the “Enforcement Decree of The Act on Contracts to Which the State is a Party.”

8. Documents to be Submitted for Bid Participation

- 1) Bid Participation Application Form (University Form) 1 copy
 - 2) Price Bid Form (University Form) 1 copy
 - 3) Consent Form for Collection and Use of Personal Information (University Form) 1 copy
 - 4) Integrity Contract Compliance Agreement (University Form) 1 copy
 - 5) Certificate of Corporate Registration 1 copy
 - * For individuals, submit a copy of the Resident Registration Certificate
 - 6) Seal Certificate (Corporate seal) and Certificate of Usesignet (if using a Usesignet) 1 copy each
 - * For individual business owners, a copy of the owner's Resident Registration Certificate and a Seal Impression Certificate for the owner 1 copy each
 - 7) Business Registration (License) Certificate 1 copy
 - 8) Bid Security Insurance Certificate (Over 5% of the bid amount) 1 copy
- ※All required documents must also be saved on a USB drive and submitted separately.

9. Others

- 1) This bid will be conducted in accordance with the procurement procedures of the State University of New York Korea, and matters not specified in the procedure will be governed by the “Enforcement Decree of The Act on Contracts to Which the State Is A Party.”
- 2) Bidders are responsible for understanding all aspects of the bid, including bid conditions and equipment status. Failure to do so is the responsibility of the bidder.
- 3) Incomplete or unclear documents may result in rejection, and submitted documents will not be returned.
- 4) In case of disputes in the bidding, contract, or contract execution, the university's interpretation or judgment will dominate.
- 5) If there are fewer than 2 participating companies, a re-bid notice will be announced.

10. Inquiry

Bidding-Related
HR & Operations Team, SUNY Korea
Hyunwoo Park
Tel : 032-626-1146
Email : hyunwoo.park@sunykorea.ac.kr

Product-Related
IT & Service Team, SUNY Korea
Ho Seok Park
Tel : 032-626-1171
Email : hoseok.park@sunykorea.ac.kr

Announced as stated above.

July 2026

The State University of New York, Korea