

RT3-2022 ANNEXURE D1

Analysis of Printing Requirements for Categories 1 to 4

(TO BE COMPLETED BY THE END-USER WITHIN A STATE INSTITUTION)

MODEL SELECTION (by ticking in the box)

:	Rental & Copy Charge	<input checked="checked" type="checkbox"/>
:	Managed Print Services	<input type="checkbox"/>
:	Pay for Use (MDS)	<input type="checkbox"/>

It is not advisable to have more than one (1) Service Provider for MPS and Pay for Use

State Institution : SOUTH CAPE TVET COLLEGE

Division within State Institution : _____

Address : 125 MITCHELL STREET
GEORGE
6529

Name & Surname of End-User : LLEWELLYN OLIVIER
(If more than 1 end-user attach a separate list to the Supplier)

End-User email Address : llewellyn.olivier@sccollege.co.za

End-User telephone : _____

Or cellphone numbers : 044 884 0359

Note: Supplier and Participant are still to engage for better understanding of the printing requirements and an analysis of the printing environment must still be conducted by the Supplier.

Procurement Options

State institutions have different printing needs; provision has therefore been made for different procurement options from the transversal contract to cater for the different printing needs on existing lease agreements emanated from RT3-2015 to RT3-2018 and new lease agreements to emanate from RT3-2022. The printing needs assessment analysis performed by the Supplier will inform any option suitable to the State institution.

(Select option by ticking in the box)

1.1 Option 1 ☒

State institutions can lease or procure a complete printing solution, which requires the completion of this analysis for printing requirements

1.2 Option 2 ☐

State institutions can lease or procure equipment only, which requires the completion of this analysis for printing requirements

1.3 Option 3 ☐

State institutions can lease or procure services only (e.g. software to perform a certain service or function), which requires the completion of this analysis for printing requirements

1.4 Option 4 ☐

State institutions can lease or procure accessories only, which requires the completion of this analysis for printing requirements with a clear indication to the Supplier/s

1.5 Option 5 ☐

State institutions can lease or procure a combination of any of the above options, which requires the completion of this analysis questionnaire

Note! Supplier may request any relevant information of the current printing solution for better analysis of the printing requirements

#	Element	Response Complete or tick ✓								
NEW EQUIPMENT / PRINTING SOLUTION										
ALL Suppliers are to provide basic services of electronic monitoring, meter reading and print release by pin codes as it is a standard function on the equipment.										
1	Are you looking for a?									
	Printer		Copier		Scanner		Fax		All of them	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	What is the reason for the leasing of new equipment / printing solution?								Yes	No
	Replacement of existing?								<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cost cutting removing existing desktop printers?								<input checked="" type="checkbox"/>	<input type="checkbox"/>
	New division/unit within the State institution?								<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	What is the paper size required?						A4 <input type="checkbox"/>	A3 <input type="checkbox"/>	Both <input checked="" type="checkbox"/>	Any other <input type="checkbox"/>
4	Does your institution expect copy volume to increase or decrease?						Yes Why? <input checked="" type="checkbox"/> More Students		No	
5	What is the paper weight and thickness required?								Yes	No
	35-55 gsm : Most newspapers						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	130-250 gsm : A good quality promotional poster						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	180-250 gsm : Mid-market magazine cover						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	350 gsm : Most reasonable quality business cards						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Will your institution be printing in mono / colour / both?				Mono <input checked="" type="checkbox"/>	Colour <input type="checkbox"/>	Both <input type="checkbox"/>			
7	Will Supplier be required to link all the users to the equipment?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
8	Is there a required or preferred print speed and if so, why?				No <input type="checkbox"/>	Yes, and why? Number of users printing per device <input type="text"/>				
9	Will the equipment be connected to a network or by USB?				Network <input type="checkbox"/>			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	



#	Element	Response Complete or tick v	
		USB	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
10	Do you have an in-house printing facility? Dedicated print room?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
11	Will your institution be making use of the following finishing options?	Stapling Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Booklet Printing Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Punching Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Mobile print Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Any other Yes* <input type="checkbox"/> No <input type="checkbox"/> None Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Sort Only Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hole Punch Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 2 Holes Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 4 Holes Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *List any other 3 x Paper Trays Stand	
12	Will your institution be making use of mobile printing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
13	What type of jobs will your institution be printing?	Graphics/Presentation handouts Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Reports, plans, spreadsheets Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Memos, letters, E-mail Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
14	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
15	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Adherence to special security regulations? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?		
17	How does your institution intend to control or release print job?	Access Cards Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pin Codes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Parking Tags Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

- | | | |
|---|------------------------------|--|
| Is your institution interested in a managed print environment? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Does your institution have the need to control its printing budget? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Does your institution require usage measurement tools? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Does your institution require a well-constructed print policy? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

- How many document output devices are currently leased? 65
- What are the maximum monthly volume prints 10 000 and what the average 6 months volume prints? 17 100
- How many devices are on a cost per page contract? 0
- How many devices were purchased outright? 0
- How many Suppliers do you currently deal with for hardware, supplies, and service? 2
- How many invoices do you receive each month for hardware, supplies, and service? 65
- What is the current method for measuring total cost of document output? Pin Codes
- How many users in your institution do you currently have? 600
- What percentage of the devices, if any, is currently under a Rental & Copy contract? 100%
- What percentage of the devices, if any, is currently under an MPS? 0
- If applicable, what does your current MPS contract(s) include?

NA

- What are your overall goals and expectations for your MPS or Pay for Use project?

NA

13. What processes do you expect to streamline or improve (e.g. meter collection and billing, supplies fulfillment, etc.)?

14. Are all your institution's devices connected on the same network or different networks?

Yes ☒ No ☐

If different, please explain? _____

15. Do you have a print server? Yes ☐ No ☒

16. How many sites does your institution have? 8 Can you supply addresses of the sites? Yes ☐ No ☐ *Please provide a separate list to the Service Provider*

17. Does your institution have an integrated Active Directory (AD) with which software can integrate for MPS or Pay for Use?

Yes ☐ No ☐

18. How far are the printing devices from the network point? 1.5 m

If a network point has been provided, please provide IP address, Subnet mask, gateway and Simple Mail Transfer Protocol (SMTP) address (or contact details of onsite IT support)

19. Number of users who needs to be linked to the printer/s: All

20. Please stipulate your printing expectations:

20.1 Copy,

20.2 Print,

20.3 Scan to e-mail,

20.4 Scan to folder,

20.5 Fax,

20.6 Any other: _____



21. Will your institution be interested in a central print solution (secure "follow me print"), print release via pin code, card reader or biometric?

Yes ☐ No ☒

22. Will your institution be interested in a reporting system (user level print/copy job management)?

Yes ☐ No ☒

23. Will your institution be interested in an electronic toner ordering/electronic meter count collection/electronic call logging?

Yes ☒ No ☐

Completed at 125 Mitchell Street, George on this 22 of May 2025
(State institution's location) (Day) (Month & year)

End-user Signature oliver date 22 May 2025

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Analysis of Printing Requirements for Categories 1 to 4

(TO BE COMPLETED BY THE END-USER WITHIN A STATE INSTITUTION)

MODEL SELECTION (by ticking in the box)

:	Rental & Copy Charge	<input checked="" type="checkbox"/>
:	Managed Print Services	<input type="checkbox"/>
:	Pay for Use (MDS)	<input type="checkbox"/>

It is not advisable to have more than one (1) Service Provider for MPS and Pay for Use

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Division within State Institution : _____

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6529

Name & Surname of End-User : LLEWELLYN OLIVIER
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Procurement Options

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Note! Supplier may request any relevant information of the current printing solution for better analysis of the printing requirements

#	Element	Response Complete or tick ✓								
NEW EQUIPMENT / PRINTING SOLUTION										
ALL Suppliers are to provide basic services of electronic monitoring, meter reading and print release by pin codes as it is a standard function on the equipment.										
1	Are you looking for a?									
	Printer		Copier		Scanner		Fax		All of them	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
2	What is the reason for the leasing of new equipment / printing solution?								Yes	No
	Replacement of existing?								<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cost cutting removing existing desktop printers?								<input type="checkbox"/>	<input checked="" type="checkbox"/>
	New division/unit within the State institution?								<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	What is the paper size required?						A4	A3	Both	Any other
4	Does your institution expect copy volume to increase or decrease?						Yes	<input checked="" type="checkbox"/>		No
							Why? More Students			
5	What is the paper weight and thickness required?						Yes	No		
	35-55 gsm : Most newspapers						<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages						<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	130-250 gsm : A good quality promotional poster						<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	180-250 gsm : Mid-market magazine cover						<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	350 gsm : Most reasonable quality business cards						<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6	Will your institution be printing in mono / colour / both?						Mono	<input checked="" type="checkbox"/>	Colour	<input type="checkbox"/>
7	Will Supplier be required to link all the users to the equipment?						Yes	<input checked="" type="checkbox"/>		No
8	Is there a required or preferred print speed and if so, why?						No	Yes, and why? Number of users printing per device		
9	Will the equipment be connected to a network or by USB?						Network		Yes	<input checked="" type="checkbox"/>
									No	<input type="checkbox"/>



#	Element	Response Complete or tick v	
		USB	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
10	Do you have an in-house printing facility? Dedicated print room?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
11	Will your institution be making use of the following finishing options?	Stapling Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Booklet Printing Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Punching Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Mobile print Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Any other Yes* <input type="checkbox"/> No <input type="checkbox"/> None Yes <input type="checkbox"/> No <input type="checkbox"/> Sort Only Yes <input type="checkbox"/> No <input type="checkbox"/> Hole Punch Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 2 Holes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 4 Holes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> *List any other Booklet Finisher - Fold and Staple 4 x PAPER TRAYS 100 sheet stapler	
12	Will your institution be making use of mobile printing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
13	What type of jobs will your institution be printing?	Graphics/Presentation handouts Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Reports, plans, spreadsheets Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Memos, letters, E-mail Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
14	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
15	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Adherence to special security regulations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?		
17	How does your institution intend to control or release print job?	Access Cards Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pin Codes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
		Parking Tags Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Is your institution interested in a managed print environment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does your institution have the need to control its printing budget?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does your institution require usage measurement tools?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Does your institution require a well-constructed print policy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

1. How many document output devices are currently leased? _____
2. What are the maximum monthly volume prints 100000 and what the average 6 months volume prints? 168000
3. How many devices are on a cost per page contract? 0
4. How many devices were purchased outright? 0
5. How many Suppliers do you currently deal with for hardware, supplies, and service? 2
6. How many invoices do you receive each month for hardware, supplies, and service? 65
7. What is the current method for measuring total cost of document output? Pin Codes
8. How many users in your institution do you currently have? 600
9. What percentage of the devices, if any, is currently under a Rental & Copy contract? 100%
10. What percentage of the devices, if any, is currently under an MPS? 0%
11. If applicable, what does your current MPS contract(s) include?

NA

12. What are your overall goals and expectations for your MPS or Pay for Use project?

NA

13. What processes do you expect to streamline or improve (e.g. meter collection and billing, supplies fulfillment, etc.)?

14. Are all your institution's devices connected on the same network or different networks?

Yes ☒ No ☐

If different, please explain? _____

15. Do you have a print server? Yes ☐ No ☒

16. How many sites does your institution have? 8 Can you supply addresses of the sites? Yes ☐ No ☐ *Please provide a separate list to the Service Provider*

17. Does your institution have an integrated Active Directory (AD) with which software can integrate for MPS or Pay for Use?

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18. How far are the printing devices from the network point? _____

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19. Number of users who needs to be linked to the printer/s: _____

20. Please stipulate your printing expectations:

20.1 Copy,

20.2 Print,

20.3 Scan to e-mail,

20.4 Scan to folder,

20.5 Fax,

20.6 Any other: _____



21. Will your institution be interested in a central print solution (secure "follow me print"), print release via pin code, card reader or biometric?

Yes ☐ No ☒

22. Will your institution be interested in a reporting system (user level print/copy job management)?

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End-user Signature oliver date 22 May 2025

RT3-2022 ANNEXURE D1

Analysis of Printing Requirements for Categories 1 to 4

(TO BE COMPLETED BY THE END-USER WITHIN A STATE INSTITUTION)

MODEL SELECTION *(by ticking in the box)*

- | | | |
|---|---------------------------------|--|
| : | Rental & Copy Charge | <input checked="checked" type="checkbox"/> |
| : | Managed Print Services | <input type="checkbox"/> |
| : | Pay for Use (MDS) | <input type="checkbox"/> |

It is not advisable to have more than one (1) Service Provider for MPS and Pay for Use

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1.1 **Option 1** ☒

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1.4 **Option 4** ☐

State institutions can lease or procure accessories only, which requires the completion of this analysis for printing requirements with a clear indication to the Supplier/s

1.5 **Option 5** ☐

State institutions can lease or procure a combination of any of the above options, which requires the completion of this analysis questionnaire

Note! Supplier may request any relevant information of the current printing solution for better analysis of the printing requirements

#	Element	Response Complete or tick ✓	
NEW EQUIPMENT / PRINTING SOLUTION			
ALL Suppliers are to provide basic services of electronic monitoring, meter reading and print release by pin codes as it is a standard function on the equipment.			
1	Are you looking for a?		
	Printer	Copier	Scanner
	Yes No	Yes No	Yes No
	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	What is the reason for the leasing of new equipment / printing solution?		
	Replacement of existing?	Yes No	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Cost cutting removing existing desktop printers?	Yes No	<input type="checkbox"/> <input checked="" type="checkbox"/>
	New division/unit within the State institution?	Yes No	<input type="checkbox"/> <input checked="" type="checkbox"/>
3	What is the paper size required?	A4 A3	Both Any other
		<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	Does your institution expect copy volume to increase or decrease?	Yes Why? <input checked="" type="checkbox"/> More Students	No
5	What is the paper weight and thickness required?		
	35-55 gsm : Most newspapers	Yes No	<input type="checkbox"/> <input checked="" type="checkbox"/>
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages	Yes No	<input checked="" type="checkbox"/> <input type="checkbox"/>
	130-250 gsm : A good quality promotional poster	Yes No	<input checked="" type="checkbox"/> <input type="checkbox"/>
	180-250 gsm : Mid-market magazine cover	Yes No	<input checked="" type="checkbox"/> <input type="checkbox"/>
	350 gsm : Most reasonable quality business cards	Yes No	<input type="checkbox"/> <input checked="" type="checkbox"/>
6	Will your institution be printing in mono / colour / both?	Mono Colour Both	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
7	Will Supplier be required to link all the users to the equipment?	Yes No	<input checked="" type="checkbox"/> <input type="checkbox"/>
8	Is there a required or preferred print speed and if so, why?	No	Yes, and why? Number of users printing per device
		<input type="checkbox"/>	
9	Will the equipment be connected to a network or by USB?	Network	Yes No
			<input checked="" type="checkbox"/> <input type="checkbox"/>

#	Element	Response Complete or tick v	
		USB	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
10	Do you have an in-house printing facility? Dedicated print room?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
11	Will your institution be making use of the following finishing options?	Stapling Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Booklet Printing Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Punching Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Mobile print Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Any other Yes* <input type="checkbox"/> No <input type="checkbox"/> None Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Sort Only Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Hole Punch Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 2 Holes Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 4 Holes Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *List any other 4 x Paper Trays 50 page finisher / stapler	
12	Will your institution be making use of mobile printing?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
13	What type of jobs will your institution be printing?	Graphics/Presentation handouts Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Reports, plans, spreadsheets Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Memos, letters, E-mail Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Other Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
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16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?		
17	How does your institution intend to control or release print job?	Access Cards Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Pin Codes Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Parking Tags Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Is your institution interested in a managed print environment?

Yes

☐

No

☒

Does your institution have the need to control its printing budget?

Yes

☐

No

☒

Does your institution require usage measurement tools?

Yes

☐

No

☒

Does your institution require a well-constructed print policy?

Yes

☐

No

☒

1. How many document output devices are currently leased? _____

2. What are the maximum monthly volume prints M-7500, C-3500 and what the average 6 months volume prints? Mono - 28610, Colour - 11 829

3. How many devices are on a cost per page contract? 0

4. How many devices were purchased outright? 0

5. How many Suppliers do you currently deal with for hardware, supplies, and service? 2

6. How many invoices do you receive each month for hardware, supplies, and service? 65

7. What is the current method for measuring total cost of document output? Pin Codes

8. How many users in your institution do you currently have? 600

9. What percentage of the devices, if any, is currently under a Rental & Copy contract? 100%

10. What percentage of the devices, if any, is currently under an MPS? 0%

11. If applicable, what does your current MPS contract(s) include?

NA

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Yes ☒ No ☐

If different, please explain? _____

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17. Does your institution have an integrated Active Directory (AD) with which software can integrate for MPS or Pay for Use?

Yes ☐ No ☐

18. How far are the printing devices from the network point? 1.5 m

If a network point has been provided, please provide IP address, Subnet mask, gateway and Simple Mail Transfer Protocol (SMTP) address (or contact details of onsite IT support)

19. Number of users who needs to be linked to the printer/s: All

20. Please stipulate your printing expectations:

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20.5 Fax,

20.6 Any other: _____



21. Will your institution be interested in a central print solution (secure "follow me print"), print release via pin code, card reader or biometric?

Yes ☐ No ☒

22. Will your institution be interested in a reporting system (user level print/copy job management)?

Yes ☐ No ☒

23. Will your institution be interested in an electronic toner ordering/electronic meter count collection/electronic call logging?

Yes ☒ No ☐

Completed at 125 Mitchell Street, George on this 22 of May 2025
(State institution's location) (Day) (Month & year)

End-user Signature  date 22 May 2025