



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Private Bag X9152, PIETERMARITZBURG, 3200

270 Jabu Ndlovu Street, Pietermaritzburg, 3200

Tel: 033 264 2500 Fax: 033 264 2864

F005

INVITATION TO QUOTE

TECHNICAL ENQUIRIES: Thandazile Ntuli- 033 264 2852

QUOTATION NO: 2020030206

SERVICE/ITEM DESCRIPTION: Photocopying Machine

TO	
ATTENTION	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
NO OF PAGES (INCLUDING THIS ONE)	
DATE	01/07/2021

CLOSING DATE: 05/07/2021

TIME: 11:00

Quotations may be emailed at scmquotations11@kznedtea.gov.za faxed to 086 762 3968 or be deposited into the quotation box situated at main foyer at 270 Jabu Ndlovu Street, Pietermaritzburg on or before closing date and time.

Regards

Thokozani Zondo

033 264 2730

ANNEXURE F1

RT3-2018 Rental & Copy Analysis Questionnaire for Categories 1 to 3

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

State Institution : DEPT. OF ECONOMIC DEV., TOURISM & ENVIRO. AFFAIRS

Division within State Institution : ENVIRONMENTAL SERVICES

Address : 9TH FLOOR, MARINE BUILDING
DURBAN

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

End-User email Address : YANESSA.MACLOU@kzneceta.gov.za

End-User telephone

Or cellphone numbers : 031-3105 062 461 7668

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 rental agreements emanated from RT3-2012, RT3-2015 and new rental agreements to emanate from RT3-2018. The needs assessment analysis performed by the Supplier will inform any option suitable to the State institution.

1.1 Option 1

State institutions can procure (rent) a complete printing solution, which requires the completion of this analysis questionnaire

1.2 Option 2

State institutions can procure (rent) equipment only, which requires the completion of this analysis questionnaire

1.3 Option 3

State institutions can procure (rent) services only (e.g. software to perform a certain service or function), which requires the completion of **Annexure F3 Managed Print Service or Solution** analysis questionnaire

1.4 Option 4

State institutions can procure (rent) accessories only, which requires the completion of this analysis questionnaire and clear indication to the Suppliers



1.5 Option 5

State institutions can procure (rent) a combination of any of the above options, which requires the completion of this analysis questionnaire

#	Element	Response Complete or tick ✓							
CURRENT EQUIPMENT / PRINTING SOLUTION									
1	How many users are utilizing the equipment?	20							
2	Is the current equipment leased or owned?	Leased ✓				Owned			
3	Does your institution want to trade-in the current equipment (if owned)	Yes				No			
4	Do you use user codes/ ID cards on your current equipment?	Yes ✓				No			
5	Current equipment details (if space is not sufficient, please provide a separate list to Supplier)	Make, model & serial number		(if space is not sufficient please attach a separate list) KONICA MINOLTA					
		Contract end date		31/03/2020					
		Maximum monthly volume prints		15000					
		Average 6 months volume prints		B: 5300 + C: 3400 = 8700 PM					
		Average 6 months costing/payments							
		Were you institution printing in Mono / Color or Both?							
		Mono		Colour		Both ✓			
		Was your institution printing A4 or A3?		A4		A3		Both ✓	
		Current location of equipment		MARINE BUILDING DURBAN					
		Were you having these functions?							
		Print ✓		Copy ✓		Scan ✓		Fax (you must have dedicated fax line)	
6	Are you satisfied with your current printing solution?	Very satisfied ✓ Somewhat satisfied Somewhat unsatisfied Very unsatisfied Not sure							
7	Is your institution looking to optimize the current equipment / printing solution by:	Procuring maintenance?		Procuring additional service(s)?		Procuring accessory (ies)?		Combination or all?	
		Yes	No	Yes	No	Yes	No	Yes ✓	No



#	Element	Response Complete or tick ✓
If you answered Yes on any of the number 7 questions above, you need not continue to complete the below section but contact ALL Suppliers on Categories 1 to 3 for any of the options selected.		

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.

8	Are you looking for a?										
	Printer		Copier		Scanner		Fax		All of the them		
	Yes ✓	No	Yes ✓	No	Yes ✓	No	Yes	No	Yes	No	
9	What is the reason for the procurement/rental of new equipment / printing solution?										
	Replacement of existing?								Yes ✓	No	
	Cost cutting removing existing desktop printers?								Yes	No ✓	
	New department within the State institution?								Yes	No ✓	
10	What type of paper is your institution looking for?	Uncoated paper Typically found in most office printers, uncoated paper has no coating, making it excellent for ink receptivity and absorbency. As it is uncoated it has the advantage of being used by both printer and pen, ideal for forms, letterheads and memo paper.								Yes ✓	No
		Gloss coated paper Gloss paper is typically used for flyers and brochures as it has a high shine. As the ink dries well there is no need for a seal varnish as the ink does not rub off.								Yes ✓	No
		Matt coated paper Matt paper is the opposite to gloss – it is coated with a matt finish to produce a paper that isn't shiny, preventing glare. This type of paper is perfect for reports, flyers and leaflets.								Yes ✓	No
		Recycled paper Made from re-used paper products, recycled paper is perfect for those who are trying to reduce their environmental impact. It can be used for most documents including reports, memo paper and forms.								Yes ✓	No
		Bond paper This type of paper is stronger and more durable than the average sheet of paper. It's perfect for letterheads, typed reports and envelopes.								Yes ✓	No
		Silk coated paper The interim between gloss and matt, silk coated paper has a smooth silky coating, leaving it smooth to the touch but without the shine of glass paper. This type of paper can be used for many things such as magazines, books and catalogues.								Yes ✓	No
		Watermarked paper Used in high quality paper watermarked paper give a feel of luxury and high quality. To create its desired effect an impression is pressed into the paper by attaching a wire pattern. This type of paper is								Yes ✓	No



#	Element	Response Complete or tick ✓			
	commonly used as a security feature for important documents, including exam certificates.				
11	What is the paper size required?	A4	A3	Both ✓	Any other
12	Does your institution expect copy volume to increase or decrease?	Yes Why?			No ✓
	What is the paper weight and thickness required?				
	35-55 gsm : Most newspapers	Yes		No	✓
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages	Yes	✓	No	
13	130-250 gsm : A good quality promotional poster	Yes	✓	No	
	180-250 gsm : Mid-market magazine cover	Yes	✓	No	
	350 gsm : Most reasonable quality business cards	Yes		No	✓
14	Will your institution be printing in mono / colour / both?	Mono	Colour	Both	✓
15	Will Supplier be required to link all the users to the equipment?	Yes	No		
16	Is there a required or preferred print speed and if so why?	No	Yes and why? MFPC5 30 PRINTS PER MINUTE		
17	Will the equipment be connected to a network or by USB?	Network		Yes	✓
				No	
		USB		Yes	✓
				No	
18	Do you have an in-house printing facility? Dedicated print room?	Yes		No	✓
19	Will you institution be making use of the following finishing options?	Stapling		Yes	✓
		Booklet Printing		Yes	No ✓
		Punching		Yes	No
		Mobile print		Yes	No ✓
		Any other		Yes	No ✓
		None		Yes*	No ✓
		Sort Only		Yes	✓
		Hole Punch		Yes	✓
		2 Holes		Yes	✓
		4 Holes		Yes	No ✓
	*List any other				



#	Element	Response Complete or tick v					
20	Will your institution be making use of mobile printing?	Yes		No ☒			
21	What type of jobs will your institution be printing?	Graphics/Presentation handouts		Yes ☒	No		
		Reports, plans, spreadsheets		Yes ☒	No		
		Memos, letters, E-mail		Yes ☒	No		
		Other		Yes ☒	No		
22	Does your institution have a document management system or content management system?	Yes		No ☒			
23	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable?					
		Yes		No ☒			
24	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions?		Adherence to special security regulations?			
		Yes ☒	No	Yes ☒	No		
25	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?						
26	How does your institution intend to control or release print job?	Access Cards		Pin Codes		Parking Tags	
		Yes	No ☒	Yes ☒	No	Yes	No ☒

Completed at PIETERMARITZBURG on this 26TH of FEB. 2020
(State institution's location) (Day) (Month & year)

End-user Signature [Signature] date 26/02/2020

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.