



**NAT: SMALL BUSINESS DEVELOPMENT
ORDER SERVICE**

ORDER NO.

OR-001212

PAGE 1 OF 1

SUPPLIER

DJ442 KONICA MINOLTA SA

REPRINT NUMBER 1

ORDER DATE 07/Oct/2022

DELIVERY DATE 06/Nov/2022

STORE NUMBER & DESCRIPTION

8310383001 SMALL BUSINESS DEVELOPMENT HEAD OFFICE

TELEPHONE NO.

(012) 3941904 OR 1290

SUPPLIER NAME & ADDRESS

KONICA MINOLTA SA

BIDVEST OFFICE

PO BOX 2134

ORMONDE

JOHANNESBURG

CITY OF JOHANNESBURG

CITY OF JOHANNESBURG

SOUTH AFRICA

2135

POSTAL INVOICE ADDRESS

INVOICE MUST BE SUBMITTED TO SCM_ (N/B)

SUNNYSIDE, DTI COMFUS, BLOCK G

PRETORIA

SOUTH AFRICA

0002

DELIVERY ADDRESS

INVOICE MUST BE SUBMITTED TO SCM_ (N/B)

77 MENTJES STREET, DTI COMFUS, SUNNYSIDE

PRETORIA

SOUTH AFRICA

0002

COMMENTS

144

144

144

Suppliers are responsible for ensuring bank details for payment are correctly captured, active and verified on CSD and reflects on the invoice. The Department reserves the right to use the supplier's preferred account. Departments are not liable for delays if the supplier has no usable banking details on CSD.

ITEM	CONTROL NO.	DESCRIPTION	ITEM	NUMBER	GOVERNMENT CONTRACT / QUOTE DETAILS	UNIT	QTY.	RATE	AMOUNT
999983H0037248	HIRE OF PRINTER	BIZHUB C650I	RT3-2022			EACH	432	R4,820,12	R2,082,294,72
999983H0037263	HIRE OF PRINTER	EPSON SC-T5200	RT3-2022			EACH	36	R9,317,76	R335,439,36
HASH TOTAL							468	PAGE TOTAL	R2,417,734,08
								RUNNING TOTAL	R2,417,734,08
								GRAND TOTAL	R2,417,734,08

THE ONUS OF RESPONSIBILITY TO VERIFY THE CORRECTNESS OR ACCURACY OF THE CONTENT OF THIS ORDER RESTS WITH THE APPOINTED SUPPLIER BEFORE DELIVERY.

CONDITION OF DELIVERY

AUTHORISATIONS

PAYMENT DETAILS

FREE ON RAIL RQ-001854/53

DEPARTMENT

WAYBILL NO. PA-003062/63

TREASURY

TRANS. ACC. NO. NORETT WILLIAMS

TENDER BOARD

BY POST INV TO SCM

PROCUREMENT

FILE NO.

FINANCIAL

NOT APPLICABLE

NOT APPLICABLE

NOT APPLICABLE

NOT APPLICABLE

**PLEASE INFORM THE
DEPARTMENT OF ANY
CHANGES REGARDING
YOUR BANKING DETAILS**

PREVENT FRAUD

CONFIRM ORDER

**RECEIVER TO IDENTIFY
THEMSELVES WITH A
DSBD ID CARD**

THIS AREA IS INTENTIONALLY LEFT BLANK

SIGNATURE AUTHORIZING OFFICER

NAME AUTHORIZING OFFICER

DESIGNATION

DATE

CSD REFERENCE NUMBER: MAAA00
PLEASE ENSURE THAT THE ABC
IF NOT, PLEASE CONTACT

DC56F559 - B1B8E3E6 - 3E380BE6 - D5482B74 - A9A70AB2 - E276C8D1 - 8884BD58 - 1EC632F6
END*OF*PAGE*01*AND*END*OF*ORDER



DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

COST CENTRE NUMBER	250C	ITEM NUMBER	1591911
REQUESTING OFFICIAL	L NAIKER	OBJECTIVE	30078911
TELEPHONE NUMBER / EXT	41457	RESPONSIBILITY	30017911
ROOM NUMBER & BUILDING	BLOCK G, 3RD FLOOR	FUND	38911
REQUEST MEMO No (RQ)	RQ-001854	PROJECTS	18911
SUPPLIER FOR ORDER		ASSETS	449911
ORDER AMOUNT		REGIONAL IDENTIFIER	30001911
PERIOD ORDER		NON-INFRASTRUCTURE	80911

PA NUMBER (SCM) PA-003068-3063

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
999983H0037248	PRINTER BIZHUB C650I	432	34 X 8
	12 machine		

MOTIVATION / REMARKS :

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC) :

L NAIKER

SIGNATURE:

DATE: 05 October 2022

SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM) :

NR WILLIAMS

SIGNATURE:

DATE: 05 October 2022

SIGNATURE & NAME PRINTED (BUDGET CONFIRMATION):

SIGNATURE:

DATE: / / 2022

RECEIVED AT SCM

SIGNATURE:



DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

COST CENTRE NUMBER	250C	ITEM NUMBER	1591911
REQUESTING OFFICIAL	L NAIKER	OBJECTIVE	30078911
TELEPHONE NUMBER / EXT	41457	RESPONSIBILITY	30017911
ROOM NUMBER & BUILDING	BLOCK G, 3RD FLOOR	FUND	38911
REQUEST MEMO No (RQ)	RQ-001853	PROJECTS	18911
SUPPLIER FOR ORDER		ASSETS	449911
ORDER AMOUNT		REGIONAL IDENTIFIER	30001911
PERIOD ORDER		NON-INFRASTRUCTURE	80911
		PA NUMBER (SCM)	PA-0

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
999983H0037263	PRINTER EPSON SC-T5200	36	36 x 4
MOTIVATION / REMARKS :			

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC) : L NAIKER SIGNATURE: *L Naiker* DATE: 05 October 2022

SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM) : NR WILLIAMS SIGNATURE: *NR Williams* DATE: 05 October 2022

SIGNATURE & NAME PRINTED (BUDGET CONFIRMATION): SIGNATURE: DATE: / / 2022



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

CLOSED TRANSACTION OR-001195

Reason for rejection:

- ORDER: OR-001195 quantity has been reduced

SIGNATURE

9/22/2022

STORE NUMBER : 8310383001
REQUESTING INSTITUTION : 250C
PROJECT/ANIMAL NUMBER :
SMALL BUSINESS DEVELOPMENT HEAD OFFICE
PROCUREMENT ADVISE NO: PA-003040
REQUISITION NUMBER : RQ-001828
REFERENCE NUMBER :
PROCUREMENT ADVISE STATUS : APPROVED
ICN : 999983H0037263
HIRE OF PRINTER EPSON SC-T5200
APPROVED SUPPLIER NUMBER : DJ442
KONICA MINOLTA SA
APPROVED GOV CONTRACT : RT3-2022
APPROVED CONTRACT/QUOTE : AA-00136446

AVERAGE MONTHLY USAGE	: 0	DELIVERY PERIOD IN DAYS	: 30	UNIT OF ISSUE	: EA	CLASSIFICATION	: C
OUTSTANDING OUT	: 36	BALANCE ON HAND	:	MINIMUM QUANTITY	:		0
OUTSTANDING IN	: 0	REORDER LEVEL	:	MAXIMUM QUANTITY	:		0
AUTH STRATEGIC STOCK	: 0	STRATEGIC STOCK	:	SURPLUS QUANTITY	:		0
ADVISED PURCHASE QUANTITY	: 36	SUPPLIER UNIT/S	:	APPROVED QUANTITY	:		36
CONTRACT PRICE	: 9317.76	LATEST RECEIPT PRICE	:	9317.76	ESTIMATED PURCHASE VALUE	:	335439.36
ADVISED PURCHASE PRICE	: 9317.76	LATEST PURCHASE PRICE	:	0.00	ESTIMATED ESCALATION %	:	0.0000
APPROVED PA PRICE	: 9317.76	PETTY CASH	:		APPROVED PURCHASE VALUE	:	335439.36
ITEM	: 1591911	INFRASTRUCTURE	:	80911	OBJECTIVE	:	30078911
RESPONSIBILITY	: 30017911	FUND	:	38911	PROJECT	:	18911
ASSET	: 449911	REGIONAL IDENTIFIER	:	30001911			
CREATED DATE	: 20220825	SIGNATURE : <i>M. M. M. M. M.</i>		RACF ID			V4P013
APPROVED BY	: MABINA4S			APPROVED DATE	: 20220825		

Proc Advice No	ICN	Appr Qty	ORDER NO	DELIVERY TYPE	ORDER LINE	REQUISITION NO	REQUISITION LINE NO
PA-003039	999983H0037248	576	OR-001195	C	1	RQ-001827	1
PA-003040	999983H0037263	36	OR-001195	C	2	RQ-001828	1

STORE NUMBER : 8310383001
REQUESTING INSTITUTION : 250C
PROJECT/ANIMAL NUMBER :
SMALL BUSINESS DEVELOPMENT HEAD OFFICE
ICT

PROCUREMENT ADVISE NO: PA-003039
REQUISITION NUMBER : RQ-001827
REFERENCE NUMBER :

PROCUREMENT ADVISE STATUS : APPROVED

ICN : 99983H0037248
HIRE OF PRINTER
BIZHUB C650I

APPROVED SUPPLIER NUMBER : DJ442
APPROVED GOV CONTRACT : RT3-2022
KONICA MINOLTA SA

APPROVED CONTRACT/QUOTE : AA-00136446

AVERAGE MONTHLY USAGE	:	0	DELIVERY PERIOD IN DAYS	:	30	UNIT OF ISSUE	:	EA	CLASSIFICATION	:	C
OUTSTANDING OUT	:	576	BALANCE ON HAND	:	0	MINIMUM QUANTITY	:			:	0
OUTSTANDING IN	:	0	REORDER LEVEL	:	0	MAXIMUM QUANTITY	:			:	0
AUTH STRATEGIC STOCK	:	0	STRATEGIC STOCK	:	0	SURPLUS QUANTITY	:			:	0
ADVISED PURCHASE QUANTITY	:	576	SUPPLIER UNIT/S	:	576	APPROVED QUANTITY	:			:	576
CONTRACT PRICE	:	8489.33	LATEST RECEIPT PRICE	:	4617.28	ESTIMATED PURCHASE VALUE	:			:	2659555.87
ADVISED PURCHASE PRICE	:	4617.28	LATEST PURCHASE PRICE	:	0.00	ESTIMATED ESCALATION %	:			:	0.0000
APPROVED PA PRICE	:	4617.28	PETTY CASH	:		APPROVED PURCHASE VALUE	:			:	2659555.87
ITEM	:	1591911	INFRASTRUCTURE	:	80911	OBJECTIVE	:			:	30078911
RESPONSIBILITY	:	30017911	FUND	:	38911	PROJECT	:			:	18911
ASSET	:	449911	REGIONAL IDENTIFIER	:	30001911		:			:	
CREATED DATE	:	20220825	SIGNATURE : 	:		RACF ID	:			:	V4P013
APPROVED BY	:	MABINAAS		:		APPROVED DATE	:			:	20220825

STORE NUMBER : 8310383001
REQUESTING INSTITUTION : 250C
PROJECT/ANIMAL NUMBER :
REFERENCE NUMBER :
ICT
PROCUREMENT ADVICE NO: PA-003039
REQUISITION NUMBER : RQ-001827
REQUISITION LINE NO : 1
CONSOLIDATE : YES / NO

ICN : 999983H0037248
HIRE OF PRINTER BIZHUB C650I
ADVISED SUPPLIER NUMBER : DJ442
ADVISED GOV CONTRACT : RT3-2022
KONICA MINOLTA SA
ADVISED CONTRACT/QUOTE : AA-00136446
APPROVED CONTRACT/QUOTE :

AVERAGE MONTHLY USAGE	0	DELIVERY PERIOD IN DAYS	30	UNIT OF ISSUE	EA	CLASSIFICATION	C
OUTSTANDING OUT	576	BALANCE ON HAND	0	MINIMUM QUANTITY			0
OUTSTANDING IN	0	REORDER LEVEL	0	MAXIMUM QUANTITY			0
AUTH STRATEGIC STOCK	0	STRATEGIC STOCK	0	SURPLUS QUANTITY			0
ADVISED PURCHASE QUANTITY	576	SUPPLIER UNIT/S	576	APPROVED QUANTITY			

CONTRACT PRICE : 8489.33
LATEST RECEIPT PRICE : 4617.28
ESTIMATED PURCHASE VALUE : 2659555.87
ADVISED PURCHASE PRICE : 4617.28
LATEST PURCHASE PRICE : 0.00
ESTIMATED ESCALATION % : 0.0000
APPROVED PA PRICE : PETTY CASH
APPROVED PURCHASE VALUE :

MOTIVATION :
REQUIRED AMOUNT :
FINAL AUTHORIZATION :
SIGNATURE :
BALANCE :

ITEM : 1591911
RESPONSIBILITY : 30017911
ASSET : 449911
INFRASTRUCTURE : 80911
FUND : 38911
REGIONAL IDENTIFIER : 30001911
OBJECTIVE : 30078911
PROJECT : 18911

REMARKS :
SIGNATURE :
NAME :
RANK :
DATE :
SIGNATURE :
NAME :
RANK :
DATE :

STORE NUMBER : 8310383001
REQUESTING INSTITUTION : 250C
PROJECT/ANIMAL NUMBER :
REFERENCE NUMBER :
PROCUREMENT ADVISE NO: PA-003040
REQUISITION NUMBER : RQ-001828
REQUISITION LINE NO : 1

APPROVE : YES / NO
REJECTED REASON :
CONSOLIDATE : YES / NO

ICN : 999983H0037263
HIRE OF PRINTER EPSON SC-T5200
ADVISED SUPPLIER NUMBER : DJ442
KONICA MINOLTA SA
ADVISED GOV CONTRACT : RT3-2022
ADVISED CONTRACT/QUOTE : AA-00136446
APPROVED SUPPLIER NUMBER :
APPROVED CONTRACT/QUOTE :

AVERAGE MONTHLY USAGE	0	DELIVERY PERIOD IN DAYS	30	UNIT OF ISSUE	EA	CLASSIFICATION	C
OUTSTANDING OUT	36	BALANCE ON HAND	0	MINIMUM QUANTITY			0
OUTSTANDING IN	0	REORDER LEVEL	0	MAXIMUM QUANTITY			0
AUTH STRATEGIC STOCK	0	STRATEGIC STOCK	0	SURPLUS QUANTITY			0
ADVISED PURCHASE QUANTITY	36	SUPPLIER UNIT/S	36	APPROVED QUANTITY			
CONTRACT PRICE	9317.76	LATEST RECEIPT PRICE	9317.76	ESTIMATED PURCHASE VALUE			335439.36
ADVISED PURCHASE PRICE	9317.76	LATEST PURCHASE PRICE	0.00	ESTIMATED ESCALATION %			0.0000
APPROVED PA PRICE		PETTY CASH	YES / NO	APPROVED PURCHASE VALUE			

MOTIVATION :
REQUIRED AMOUNT :
BALANCE :
SIGNATURE :
SIGNATURE :
BALANCE :

ITEM	1591911	INFRASTRUCTURE	80911	OBJECTIVE	30078911
RESPONSIBILITY	30017911	FUND	38911	PROJECT	18911
ASSET	449911	REGIONAL IDENTIFIER	30001911		

REMARKS :
SIGNATURE :
SIGNATURE :
NAME :
NAME :
RANK :
RANK :
DATE :
DATE :

DSB/photocopy 2022
000029558

AD - 001360006



RTS-2022

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

0000 27364

COST CENTRE NUMBER	250C	ITEM NUMBER	1591911
REQUESTING OFFICIAL	L NAIKER	OBJECTIVE	30078911
TELEPHONE NUMBER / EXT	41457	RESPONSIBILITY	30017911
ROOM NUMBER & BUILDING	BLOCK G, 3RD FLOOR	FUND	38911
		PROJECTS	18911
		ASSETS	449911
REQUEST MEMO No (RQ)	RQ-001827	REGIONAL IDENTIFIER	30001911
SUPPLIER FOR ORDER	KONICA MINOLTA	NON-INFRASTRUCTURE	80911
ORDER AMOUNT			
PERIOD ORDER	1 / 1 TO 1 / 1	PA NUMBER (SCM)	PA-0 6 3039-P

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
999983H0037248	PRINTER BIZHUB C650I	576	

MOTIVATION / REMARKS :

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC) : L NAIKER
SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM) : NR WILLIAMS
SIGNATURE & NAME PRINTED (BUDGET CONFIRMATION):

SIGNATURE: DATE: 26 July 2022
SIGNATURE: DATE: 26 July 2022
SIGNATURE: _____ DATE: ____ / ____ / 2022

RECEIVED AT SCM
26/07/2022
SIGNATURE:



DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

REQUEST MEMO

RECEIVED AT SCM

SIGNATURE:

COST CENTRE NUMBER	250C	ITEM NUMBER	1591911
REQUESTING OFFICIAL	L NAIKER	OBJECTIVE	30078911
TELEPHONE NUMBER / EXT	41457	RESPONSIBILITY	30017911
ROOM NUMBER & BUILDING	BLOCK G, 3RD FLOOR	FUND	38911
		PROJECTS	18911
		ASSETS	449911
REQUEST MEMO No (RQ)	RQ-001828	REGIONAL IDENTIFIER	30001911
SUPPLIER FOR ORDER		NON-INFRASTRUCTURE	80911
ORDER AMOUNT		PA NUMBER (SCM)	PA-0 0 30 40
PERIOD ORDER	/ / TO / /		

ICN NUMBER	DESCRIPTION OF ITEM	QUANTITY REQUESTED	QUANTITY APPROVED
999983H0037263	PRINTER EPSON SC-T5200	36	

MOTIVATION / REMARKS :

SIGNATURE & NAME PRINTED OF COST CENTRE CLERK (CCC) : L NAIKER SIGNATURE:  DATE: 26 July 2022 / 2022

SIGNATURE & NAME PRINTED OF COST CENTRE MANAGER (CCM) : NR WILLIAMS SIGNATURE:  DATE: 26 July 2022 / 2022

SIGNATURE & NAME PRINTED (BUDGET CONFIRMATION): SIGNATURE: / DATE: / 2022

COMPLIANCE CHECKLIST
REQUISITION FOR GOODS AND/OR SERVICES

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION		Yes	No	Comments SCM
Is budget verified and confirmed by Management Accounting (Internal RFQ template)?		✓		
Is the NCSD Summary Report for all 3 suppliers attached?			N/A	
Is the recommended supplier registered on Central Supplier Database and tax compliant (CSD)?		✓		
Is the supplier not on a deregistration process?			✓	
Are the bank details of the supplier Verified on CSD and active? (If not, was supplier requested to amend on NCSD)		✓		
Is the supplier not on the National Treasury list of restricted suppliers? (Also indicate date checked)			✓	
Are three quotations attached, dated, valid, vat inclusive and comparative?		N/A		
If applicable was deviation from the procurement processes (e.g. no 3 quotations, emergency, or sole provider) approved by the D: SCM/CFO/DG		✓		
Is the Price Comparative Schedule attached for requirements with a value of R30,000.00 and above		N/A		
Is the valid BEE certificate or Sworn Affidavit attached?			✓	
SBD 4 (Declaration of Interest) completed and duly signed?				
1. Is section 2.8.1 completed section accurately?				
2. Has the supplier conducted business with DSBD? If so, has this been declared?				
3. Is the SBD dated correctly?				
SBD 6.1 (Claim the points for the BEE) completed and duly signed?				
1. Is section 8.4 completed accurately?				
2. Is section 8.6 completed accurately?				
3. Is the SBD dated correctly?				
Is there no conflict of interest between companies as per SBD4 (i.e. no company share Directorship in another company bidding for the same requirements?)		N/A		
Is the Acting letter of last signatory on submission attached according to delegations (if relevant)?		N/A		
Is the PDP for attendees attached and signed (Training and Course)		N/A		

COMPLIANCE CHECKLIST
REQUISITION FOR GOODS AND/OR SERVICES

A. SUPPLY CHAIN MANAGEMENT - VERIFICATION	Yes	No	Comments SCM
Checklist compiled by (SCM Official)			
Signature and date			
Jane Kekana			27/07/2022
B. SUPPLY CHAIN MANAGEMENT ORDER AUTHORISATION			
Is the order amount inclusive of VAT/ NOT a VAT vendor?	YES/NO		
Are the budget allocations correct?	YES /NO		
Signature of SCM Official who authorized order online, checked & signed it:	/ 29 / 07 / 2022 Date		
Printed name of SCM Official who authorized order online, checked & signed it:			

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO: _____

PART A

Chief user name: Norbit Williams

RFQ date : 07 June 2022

Chief User no (Budget Code): GICTM

Contact number : 0827397296

SCOA item: _____

Contact name : Lloyd Naiker

Date Service Required: 8 June 2022

Description of goods, assets and services required	Quantity
Photocopy machines	16

**DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO:**

Motivation/Reason for requesting quotations (if not sufficient space, attach a separate specification document):		
Renewal of photocopy machines for the Department of Small Business Developpe		
Name and Signature of the Requester 		Delegated Official approval: Name and Signature: Requester 
BUDGET AVAILABILITY (CONFIRMATION)		
Budget Availability (Amount)	R 1 300 000	Date of Approval 17 June 2022
Comments by Budget Officer:		

Delegated Official approval: Name and Signature: Budget	
	



small business
development
Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

DSBD: REQUEST FOR QUOTATIONS (RFQ) FOR GOODS, ASSET AND SERVICES
REQUEST NO: _____

PART B : APPROVAL AND ACCEPTANCE OF QUOTATIONS

Recommended service provider based on highest PPPFA points: KONICA MINOLTA Amount: R 5 225 296.03

Do you have any interest in or relationship (family, friend, other) with the attached selected companies? Indicate YES / NO on the table below.

Delegated signatories	Approved for ordering (signature)	Approving official (Initial and Surname)	Declaration of Interest YES / NO (if yes specify)	Amount accepted (as per the quotation)
Director Up to R200 000.00 Date			YES / NO (if yes specify)	
Chief Director >R200 000.00 up to R400 000.00 Date			YES / NO (if yes specify)	
Deputy Director-General >R400 000.00 up to R999 999.99 Date			YES / NO (if yes specify)	
Director General Unlimited Date	 LINDOKUHLLE MKHUMANE 28/07/2022	LINDOKUHLLE	YES / NO (if yes specify)	R 5 225 296.03

Thresholds for approval of expenditure upon receipt of quotations and a comparative schedule. Please note that ONLY officially appointed as Budget Managers can accept quotations. If acting on behalf of the Budget Manager, is delegation to act attached? YES/NO



CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0007692	South African company/CC registration number	1997/010942/07
Is supplier active?	Yes	Have Bank Account	Yes
Supplier type	CIPC Company	Total annual turnover	More than R50 million
Supplier sub-type	Private Company (Pty)(Ltd)	Financial year start date	07 Jan 2015 00:00:00:000
Legal name	BIDVEST OFFICE	Registration date	09 Jul 1997 00:00:00:000
Trading name	Konica Minolta SA Ado Bidvest Office (Pty) Ltd	Created by	deidres@kmsa.com
Identification type	South African Company/Close Corporation Registration Number	Created date	26 Oct 2015 12:09:47:000
Government breakdown	Private Companies (Pty) (Ltd)	Edit by	deidres@kmsa.com
Business status	In Business	Edit date	13 Jul 2022 16:01:41:490
Country of origin	South Africa	Restricted Supplier	No

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Administrative and support activities	Core industry	Office administrative, office support and other business support activities
Division	Office administrative, office support and other business support activities	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Administration, Bid Office	Cellphone number	084 874 0712
Is this your preferred Contact?	Yes	Toll free number	080 024 9482
Name(s)	Deidre	Website address	www.konicaminoltasa.com
Surname	Szemerei	Do you want this contact to also be a CSD user ?	Yes





CSD REGISTRATION REPORT

Suburb	Pretoria Central	Created by	deidres@kmsa.com
Province	Gauteng	Created date	10 Oct 2016 08:42:47:000
Municipality	City of Tshwane	Edit by	deidres@kmsa.com
City	Pretoria	Edit date	10 Oct 2016 08:43:01:437
ADDRESS 4			
Is this a preferred address?	No	Postal code	7646
Address line 1	Unit 1, Stand 31246 Zandwyk Park	Ward Number	15
Address line 2	R101 Main Rd	Country	South Africa
Suburb	Southern Paarl	Created by	deidres@kmsa.com
Province	Western Cape	Created date	10 Oct 2016 09:46:57:000
Municipality	Drakenstein	Edit by	deidres@kmsa.com
City	Paarl	Edit date	10 Oct 2016 09:47:05:187
ADDRESS 5			
Is this a preferred address?	No	Postal code	7530
Address line 1	4 Mike Pienaar Boulevard	Ward Number	10
Address line 2	Belville	Country	South Africa
Suburb	Bellville Central	Created by	deidres@kmsa.com
Province	Western Cape	Created date	17 Aug 2017 11:24:23:723
Municipality	City of Cape Town	Edit by	deidres@kmsa.com
City	Bellville	Edit date	17 Aug 2017 11:24:23:723
ADDRESS 6			
Is this a preferred address?	No	Postal code	2195
Address line 1	The Crossing Shopping Centre	Ward Number	6
Address line 2	Shop 44, Crn Nelson Mandela & Sekame Road	Country	South Africa
Suburb	Mmabatho CBD	Created by	deidres@kmsa.com
Province	North West	Created date	06 Feb 2019 08:57:27:907





CSD REGISTRATION REPORT

ADDRESS 10

Is this a preferred address?	No	Postal code	4017
Address line 1	1 Island Grove	Country	South Africa
Address line 2	Riverhorse Valley Business Estate Durban	Created by	deidres@kmsa.com
Suburb	Durban Central	Created date	12 Nov 2021 14:19:12:217
Province	KwaZulu-Natal	Edit by	deidres@kmsa.com
Municipality	eThekweni	Edit date	12 Nov 2021 15:46:54:710
City	Durban		

ADDRESS 11

Is this a preferred address?	No	Postal code	3201
Address line 1	3 Barnsley Road	Country	South Africa
Address line 2	Unit 20 Campsdrift park Campsdrift	Created by	deidres@kmsa.com
Suburb	Camps Drift	Created date	12 Nov 2021 14:19:12:217
Province	KwaZulu-Natal	Edit by	deidres@kmsa.com
Municipality	The Msunduzi	Edit date	12 Nov 2021 14:19:12:217
City	Pietermaritzburg		

ADDRESS 12

Is this a preferred address?	No	City	Newcastle
Address line 1	20 Kirkland Street	Postal code	2940
Address line 2	5 Kirkland Park Newcastle	Country	South Africa
Suburb	Aviary Hill	Created by	deidres@kmsa.com
Province	KwaZulu-Natal	Created date	12 Nov 2021 14:19:12:233
Municipality	Newcastle	Edit by	deidres@kmsa.com
		Edit date	12 Nov 2021 14:19:12:233

ADDRESS 13





CSD REGISTRATION REPORT

Address line 2	10 Bowls Road Arcadia	Country	South Africa
Suburb	Arcadia	Created by	deidres@kmsa.com
Province	Eastern Cape	Created date	12 Nov 2021 14:19:12:263
Municipality	Buffalo City	Edit by	deidres@kmsa.com
		Edit date	12 Nov 2021 14:19:12:263

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1

Account type	Current Accounts	Created by	deidres@kmsa.com
Bank	STANDARD BANK OF SOUTH AFRICA	Created date	07 Oct 2016 10:24:41:000
Branch number	051001	Edit by	csd.safetynetbatch@treasury.gov.za
Branch name	STANDARD BANK SOUTH AFRICA	Edit date	11 Oct 2016 16:14:26:773
Account number	000628514	Bank Verification Status	Verification Succeeded
Account holder	KONICA MINOLTA SA ADO BIDVEST OFFICE (PTY) LTD	Foreign Bank Account	No
Is this a preferred account?	Yes	Is the identifier linked at the bank	Yes
Active start date	18 Apr 2016 10:01:33:000	Is this a Shared Funding Account	No

TAX INFORMATION

Income tax number	9893001710	Would you like to receive notifications?	Yes
VAT number	4650268230	Overall Tax Status	Tax Compliant
Is this supplier a VAT vendor?	Yes	Created by	deidres@kmsa.com
PAYE number	7460788112	Created date	18 Apr 2016 10:27:46:000
Are you Registered with SARS?	Yes	Edit by	csd.reverifybatch@treasury.gov.za
Last validation date	26 Jul 2022 11:08:00:000	Edit date	25 May 2022 08:29:42:000





CSD REGISTRATION REPORT

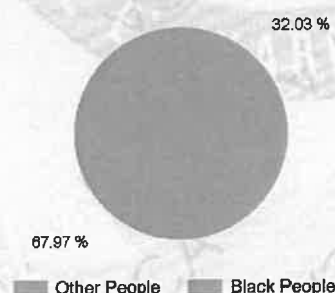
OWNERSHIP INFORMATION

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
BIDVEST BRANDED PRODUCTS HOLDINGS			N/A	N/A	100.00%	N/A	N/A	N/A	N/A	N/A
Total					100.00%					

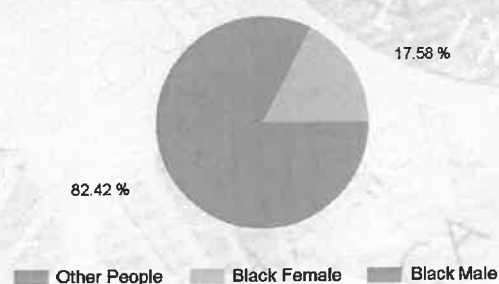
OUTCOMES AGAINST PREFERENTIAL PROCUREMENT CRITERIA BASED ON B-BEE CERTIFICATE

Enterprise type	GEN
B-BBEE Status level of contributor	Level 1 Contributor
Owned by black people	32.03
Owned by black people who are youth	1.52
Owned by black people who are women	17.58
Owned by black people with disabilities	0.00
Owned by black people who are military veterans	0.00
Owned by black people living in rural or undeveloped areas	0.00
Owned by black people living in townships	0.00
Owned by black people that is unemployed	0.00

People % Ownership



Gender % Ownership





CSD REGISTRATION REPORT

DIRECTORS/MEMBERS/OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Director	Owner	No
Director status	Active	Created by	deidres@kmsa.com
Name(s)	GILLIAN CLAIRE	Created date	16 Aug 2017 10:38:00:000
Surname	MC MAHON	Edit by	csd.reverifibatch@treasury.gov.za
Country	South Africa	Edit date	04 May 2022 14:08:50:000
Identification type	South African Identification Number	Restricted Supplier	No
South African identification number	7204200066083	Restriction Last Verification Date	26 Jul 2022 11:08:02:113
Work permit	0000000	Government Employee	No
Appointment date	17 Feb 2015 00:00:00:000	Government Employee Last Verification Date	26 Jul 2022 11:08:01:833
Email address	gillain@bidvest.co.za	SA identification number Verified	Yes
Cellphone number	083 412 0195	SA identification number verification date	26 Jul 2022 11:08:01:973
		Companies involved in	MAAA0001369; MAAA0003908; MAAA0004430; MAAA0007095; MAAA0008502; MAAA0010609...

DIRECTOR/MEMBER 2

Director type	Director	Owner	No
Director status	Active	Created by	deidres@kmsa.com
Name(s)	KEVIN BURMAN	Created date	16 Aug 2017 10:38:09:000
Surname	WAKEFORD	Edit by	csd.reverifibatch@treasury.gov.za
Country	South Africa	Edit date	04 May 2022 14:08:50:000
Identification type	South African Identification Number	Restricted Supplier	No
South African identification number	6010145035088	Restriction Last Verification Date	26 Jul 2022 11:08:02:113
Work permit	0000000	Government Employee	No
Appointment date	01 Feb 2016 00:00:00:000	Government Employee Last Verification Date	26 Jul 2022 11:08:01:847
Email address	kevinw@bidop.co.za	SA identification number Verified	Yes





CSD REGISTRATION REPORT

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)
The various possible error messages received from the bank are highSemiBolded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC. how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

B-BEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.



FILE NUMBER: ICT/2022/06/14/01
TO: Mr. L. Mkhumane –Director-General
FROM: Mr. N. Williams – Acting Chief Director: Corporate Management
SUBJECT: **PROCUREMENT OF MULTI-FUNCTIONAL PRINTERS
UTILISING THE RT3-2022 TRANSVERSAL AGREEMENT AS
PUBLISHED BY NATIONAL TREASURY**
CLASSIFICATION: TOP SECRET/SECRET/CONFIDENTIAL

1. PURPOSE

- 1.1. To request the Director-General to consider and approve the procurement of multi-functional printer devices as stipulated in the RT3-2022 transversal agreement published and concluded by National Treasury of which DSBD is a participant for a duration of 36 months.

2. BACKGROUND/DELIBERATION

- 2.1. National Treasury (NT) had awarded the RT3-2022 Transversal Agreement for the provision of Multi-functional Printing devices to government department in April 2022. The Department had previously participated in this contract which had now come to its conclusion and hence renewal of award by National Treasury.
- 2.2. The Department still has in its acquisition existing Konica Minolta printers which had been in use since 2017. Although the contract had come to an end by 31 March 2022, the renewal and awarding of the new RT3 Transversal Agreement was not yet concluded by NT, at this point the Department had already extended its agreement as per the previous contract and was not permitted to extend any further. The Department was also prohibited from entering into its own procurement of such devices due to the new RT3-2022 agreement being in the process of finalisation.
- 2.3. Granted the above, it stands to reason that the Department may incur irregular expenditure based on utilising the devices beyond the original agreement.
- 2.4. The RT3-2022 Transversal agreement permits the department to approach one or more than one service providers for the provision of printing devices. Based on the snap survey and existing technology usage, the technical recommendation is to continue with the Konica Minolta BizHub printers.

- 2.5. To be noted is that cost per print is a variable and may increase or decrease as based on user requirements. This will be addressed by driving a campaign to limit printing wherever possible.
- 2.6. Existing printers will be decommissioned and returned to the provider for replacement of new devices.
- 2.7. The previous submission had taken into consideration alternate providers, however after a further request for updated quotations they had had not responded. It is also to be noted that a previous submission for participation in the RT3-2022 Transversal Agreement had been approved by the DG, this was based on the initial indicative costing as articulated in the original documentation from National Treasury, however costing would vary based on the quotations provided as per directive from NT in terms of the process to be followed. Concurrence from NT had resulted in the acquisition of quotations from Konica Minolta to ensure correct pricing.
- 2.8. Quotations have been received for 16 Multi-Functional Printers (11 with limited additional components and 5 which includes z-fold and other additional functionality as per previous usage). 1 x Large Format Printer as per requirement by the Communications and Marketing Directorate.

3. ATTACHMENT/S

- 3.1. Appendix A – Participation Letter from National Treasury
- 3.2. Appendix B – Quotation Konica Minolta – Multi-functional Printers
- 3.3. Appendix C – Quotation Konica Minolta – Large Format Printer
- 3.4. Appendix C – PAJA Document

4. LEGISLATIVE IMPLICATIONS

- 4.1. There are no legislative implications.

5. ORGANISATIONAL IMPLICATIONS

- 5.1. Approval of the acquisition will ensure that the primary operational requirements within the department will be uninterrupted and end user satisfaction being maintained.

GENERAL SUBMISSION

6. FINANCIAL IMPLICATIONS

6.1. The financial commitment for the duration is valued as follows and includes the annual CPI increases:

	Rental 36 Months	B/W Copy Cost (Estimated)	Colour Copy Cost (Estimated)	Total
Large Format Printer x 1	R335,439.36	TBC	TBC	R335, 439.36
Multi-Function Printers x 11	R1,697,156.98	R300,450.15	R1,232,881.65	R3, 230, 488,78
Multi-Function Printers x 5	R962,398.89	R136,568.25	R560,400.75	R1, 659, 367.89
TOTAL	R2,994,995.23	R437,018.40	R1,793,282.40	R5, 225, 296.03

7. COMMUNICATION IMPLICATIONS

7.1. None

8. RISK IMPLICATIONS

8.1. Approval of the acquisition will limit the interruption to business operations and reduce the risk of inefficiency within the department.



Norbit Williams
08/07/2022

Name: Norbit Williams

SIGNIFLOW.COM

Designation: Director: Government Information & Communication Technology Management

Date: 08 July 2022

9. RECOMMENDATION/S

- 9.1. It is recommended that the Director-General considers and approves the acquisition of Managed Print Services as provisioned in the RT3-2022 Transversal Agreement published and awarded by National Treasury of which the department participates from Konica Minolta as the provider at a cost of **R2, 994, 995.23** rental cost for a duration of 36 months for the 16 Multi-Function Printers and 1 x Large Format Printer. Although the cost for printing is tabled above, it is a consumption-based indicator and will vary but is to be noted.

SUPPORTED



RUDZANI MATODZI
08/07/2022

... SIGNFLOW.COM

✓ YES	NO
-------	----

Name: Rudzani Matodzi

Designation: Acting Director: Supply Chain and Asset Management

Date: 08 July 2022

BUDGET AVAILABLE



DINEO MALIBE
08/07/2022

... SIGNFLOW.COM

✓ YES	NO
-------	----

Name: Dineo Malibe

Designation: Deputy Director: Financial Management and Administration

Date: 08 July 2022

GENERAL SUBMISSION

10. RECOMMENDATION/S

- 10.1. It is recommended that the Director-General considers and approves the acquisition of Managed Print Services as provisioned in the RT3-2022 Transversal Agreement published and awarded by National Treasury of which the department participates from Konica Minolta as the provider at a cost of **R2, 994, 995.23** rental cost for a duration of 36 months for the 16 Multi-Function Printers and 1 x Large Format Printer. Although the cost for printing is tabled above, it is a consumption-based indicator and will vary but is to be noted.

PROPOSAL SUPPORTED

☒ YES	☐ NO
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 Mbali Mbatha
 11/07/2022

SIGNIFLOW.COM

Name: Mbali Mbatha

Designation: Chief Director: Corporate Management

Date: 11 July 2022

RECOMMENDED

☒ YES	☐ NO
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 SEMPHETE OOSTERWYK
 15/07/2022

On condition that the prices quoted are in line with National Treasury awarded rates- Supplier to confirm in writing.

SIGNIFLOW.COM

Name: Semphete Oosterwyk

Designation: Chief Financial Officer

Date: 15 July 2022

APPROVED

☒ YES	☐ NO
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 LINDOKUHLE MKHUMANE
 15/07/2022

SIGNIFLOW.COM

LINDOKUHLE MKHUMANE

DIRECTOR GENERAL

DATE: 15 July 2022



KONICA MINOLTA



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

RT3-2022

Proposal for

**DEPT OF SMALL BUSINESS
DEVELOPMENT**

Reg No.: N/A

VAT No.: N/A

Level 1 BEE Contributor

SERIOUS ABOUT TRANSFORMATION

Giving Shape to Ideas





KONICA MINOLTA

Dear Mr Norbit Williams

Konica Minolta South Africa, a division of Bidvest Branded Products, have been a trusted partner on the transversal contract for over 50 years. We value your business and would like to thank you for allowing us to present you with this proposal.

As a long-standing RT3 transversal contract partner, we have the methodology available to reduce your Total Cost of Ownership (TCO), using historical data to measure and manage print output costs.

We are committed to uplifting the economy by partnering with sub-contractors, who are well geared to service on our behalf. We have grown these partnerships throughout the previous RT3 contract and are proud to have sub-contractors in every province.

We are serious about empowerment and transformation, and we submit this proposal as a proudly level 1 BEE contributor.

If you need any further information, please do not hesitate to contact us.

We look forward to partnering with you.

Yours sincerely,

Rulien Harmse
Account Manager
(012)665-7000

Koen Dekker
Account Manager

Tender MFPC8: The bizhub C650i digital colour MFP

bizhub C650i

MfpC8

**Multifunction printer (print, copy, scan),
large workgroup colour A3, 60ppm, 40 000 prints/month**

- Free initial installation of software/drivers
- Free training provided upon installation
- All-inclusive copy charge
- Monthly rental includes insurance
- Free proactive device management tools
- Fully certified technicians



Please note that the above image is based on the basic MFP Specification

Model	Qty	36 Months (per month)
bizhub C650i digital colour MFP	11	R2,531.85 ea
Data line multi-tector Surge Protector	11	Included
CS Remote Care	11	Included
Universal Tray (2x)	11	Included
Biometric Authentication Unit	11	R180.49 ea
Work table for AU-102	11	R20.64 ea
OCR TREASURY MODULE	11	R34.93 ea
2 & 4 Hole punch kit for FS-540/SD	11	R85.28 ea
WIFI embedded i-series	11	R46.55 ea
SafeQ Emb 3 yrs gold SLA	11	R209.43 ea
Staple finisher, 100 sheets	11	R579.03 ea
Mandatory for FS-536/7/9/40(SD)	11	R38.54 ea
TOTAL EXCLUDING VAT		R40,994.13
TOTAL INCLUDING VAT		R47,143.25
RECOMMENDED COPY VOLUME / PRINTS PER MONTH		40,000

All-In Maintenance Service Agreement

All Monochrome copies charged @ 6.07 cents (incl. VAT) per A4 copy.
All Colour copies charged @ 24.91 cents (incl. VAT) per A4 copy.

Quote: 0000082698

TOTAL COST OF OWNERSHIP

Description	Volume	36 Months
RENTAL		R1,697,156.98
B/W Analysis - QTY 11	137500	R300,450.15
Colour Analysis - QTY 11	137500	R1,232,881.65
TOTAL COST OF OWNERSHIP (Incl. VAT)		R3,230,488.78

Konica Minolta South Africa commits to a delivery lead time of 2-6 weeks

Type of Communication for Deliveries

- Email, Telephone, SMS, and Online Communication
- Ongoing and constant communication from receipt of order to installation of device will be communicated, this also refers to the decommissioning of devices

Roll out Plan

- The customer accepts the proposal and issues Konica Minolta South Africa with a Purchase Order
- Konica Minolta South Africa acknowledges receipt of order and notifies the customer regarding the order status
- Our technical department configures the device/s in the workshop
- Our Logistics team will schedule delivery of the device/s with the relevant participants
- A qualified technician will be deployed to:
 - Decommission old device/s (If applicable)
 - Configure new device/s on the customers' network
 - Provide end user training on the new device/s
- Participant signs-off installation and delivery documentation

Timeframes may vary dependent on the number of devices needed to be decommissioned and the distance between the customer and the servicing branch

Customer Service Portal

Konica Minolta customers can save valuable time by logging service calls and toner orders using our customer portal <http://customer.konicaminoltasa.com/>

I-Training

Below is a link to our Online Training 'How to Guides' for end-users

<https://itraining.konicaminolta.eu/en/home.html>

This is also accessible via a QR Scan Code that are placed on all Konica Minolta devices



To view Konica Minolta's
innovative products,
Scan the QR code above

Quote: 0000082698

Tender MFPC8: The bizhub C650i digital colour MFP

bizhub C650i

MfpC8

**Multifunction printer (print, copy, scan),
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Please note that the above image is based on the basic MFP Specification

Model	Qty	36 Months (per month)
bizhub C650i digital colour MFP	5	R2,531.85 ea
Data line multi-tector Surge Protector	5	Included
CS Remote Care	5	Included
Universal Tray (2x)	5	Included
Biometric Authentication Unit	5	R180.49 ea
Work table for AU-102	5	R20.64 ea
100 sheet Stapler & Booklet Finisher	5	R705.34 ea
Mandatory for FS-536/7/9/40(SD)	5	R38.54 ea
OCR TREASURY MODULE	5	R34.93 ea
2 & 4 Hole punch kit for FS-540/SD	5	R85.28 ea
WIFI embedded i-series	5	R46.55 ea
SafeQ Emb 3 yrs gold SLA	5	R209.43 ea
Z-fold unit	5	R796.23 ea
TOTAL EXCLUDING VAT		R23,246.35
TOTAL INCLUDING VAT		R26,733.30
RECOMMENDED COPY VOLUME / PRINTS PER MONTH		40,000

All-In Maintenance Service Agreement

All Monochrome copies charged @ 6.07 cents (incl. VAT) per A4 copy.

All Colour copies charged @ 24.91 cents (incl. VAT) per A4 copy.

Quote: 0000082698

Total Cost of Ownership

Description	Volume	36 Months
RENTAL		R962,398.89
B/W Analysis - QTY 5	62500	R136,568.25
Colour Analysis - QTY 5	62500	R560,400.75
TOTAL COST OF OWNERSHIP (Incl. VAT)		R1,659,367.89

Konica Minolta South Africa commits to a delivery lead time of 2-6 weeks

Type of Communication for Deliveries

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This is also accessible via a QR Scan Code that are placed on all Konica Minolta devices



To view Konica Minolta's
innovative products,
Scan the QR code above

bizhub C650i

COLOUR A3 MULTIFUNCTIONAL



Intuitive
operability



Mobile
connectivity



Security



Application
ecosystem



Productivity



Sustainability



TECHNICAL SPECIFICATIONS

SYSTEM SPECIFICATIONS

System speed A4	Up to 65/65 ppm (mono/colour)
System speed A3	Up to 32/32 ppm (mono/colour)
1st page out time A4	2.8/3.8 sec. (mono/colour)
Warm-up time	Approx. 15/17 sec. (mono/colour) ¹
Panel size/resolution	10.1" / 1024 x 600
System memory	8,192 MB (standard/max)
System hard drive	256 GB SSD (standard) / 1 TB SSD (optional)
Interface	10/100/1,000-Base-T Ethernet; USB 2.0; Wi-Fi 802.11 b/g/n/ac (optional)
Automatic document feeder	Up to 300 originals; A6-A3; 35-210 g/m ² ; Dualscan ADF
Printable paper size	A6-SRA3; customized paper sizes; banner paper max. 1,200 x 297 mm
Printable paper weight	52-300 g/m ²
Paper input capacity	1,150 sheets / 6,650 sheets (standard/max)
Automatic duplexing	A6-SRA3; 52-256 g/m ²

PRINTER SPECIFICATIONS

Print resolution	1,800 (equivalent) x 600 dpi; 1200 x 1200 dpi
Page description language	PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS

PRINTER SPECIFICATIONS

Mobile printing	AirPrint (iOS); Mopria (Android); Konica Minolta Print Service (Android); Konica Minolta Mobile Print (iOS/Android/Windows 10 Mobile) optional: Google Cloud Print; WiFi Direct
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COPIER SPECIFICATIONS

Copy resolution	600 x 600 dpi
Multicopy	1-9,999
Magnification	25-400% in 0.1% steps; Auto-zooming

SCANNER SPECIFICATIONS

Scan speed	Up to 140/140 ipm in simplex (mono/colour) Up to 280/280 ipm in duplex (mono/colour)
Scan resolution	Up to 600 x 600 dpi
File formats	JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX optional: Searchable PDF; PDF/A 1a and 1b; Searchable DOCX/PPTX/XLSX

FAX SPECIFICATIONS

Fax standard	Super G3 (optional)
Fax transmission	Analogue; i-Fax; Colour i-Fax; IP-Fax

FINISHING FUNCTIONALITIES (Optional)



Corner
stapling



Corner
Stapling
(offline)



Two-point
stapling



Two-hole
punching



Four-hole
punching



Combined
mixplex/
mixmedia



Half-fold



Sheet
insertion



Letterfold



Booklet



Offset
sorting



Z-fold



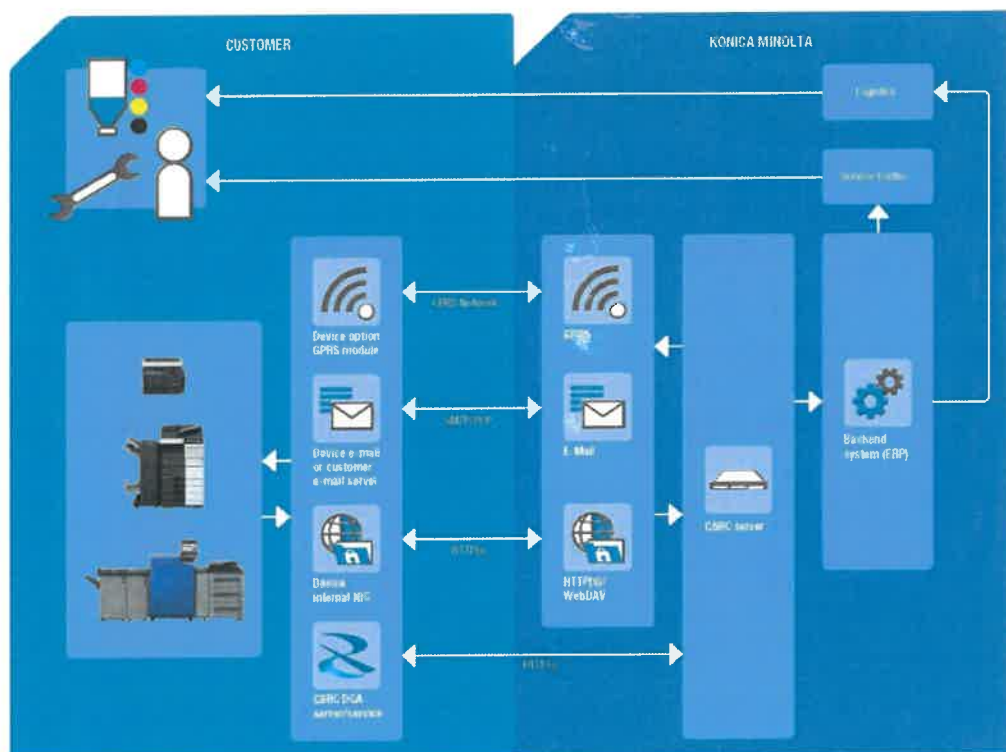
Banner
printing



Remote device monitoring that's always there for you

CS Remote care is an automated monitoring and communication system between your Konica Minolta bizhub device/s and the Konica Minolta service department. It regularly checks for technical problems and consumable depletions, and takes the necessary steps to solve them automatically to provide stable operation at all times.

It helps you manage your devices pro-actively by minimising downtime and removes the inconvenience of having to place service calls manually. Our goal is to provide you with greater satisfaction and to ensure the continued success of your business.



Automated services

- Direct counter reading
- Automated consumables ordering
- Reduces manual service calls

Centralisation

- Efficient information transfer
- No complex installation procedures are required on the customer's premises for GPRS, HTTP(s) and E-Mail.

Monitoring

- Secure connection
- One-way/ bidirectional communication
- Comprehensive monitoring

YSOFTTM SAFEQTM ENTERPRISE SUITE

SAFEQ
ENTERPRISE
SUITE

SAFEQ
WORKFLOW
SUITE

SAFEQ
PRINT
MANAGEMENT
SUITE

SAFEQ
PRINT
MANAGEMENT
SUITE LD

BENEFITS

- Centralised enterprise print management and advanced document capture and workflow
- Maximises productivity, reduces costs and increases document security
- Flexible, module software means you pay only for features you need

With YSoft SafeQ Enterprise Print Management software, organisations have the tools needed to make fact-based decisions about their print environment to reduce print, copy and scan costs up to 30%, increase document security and improve productivity.

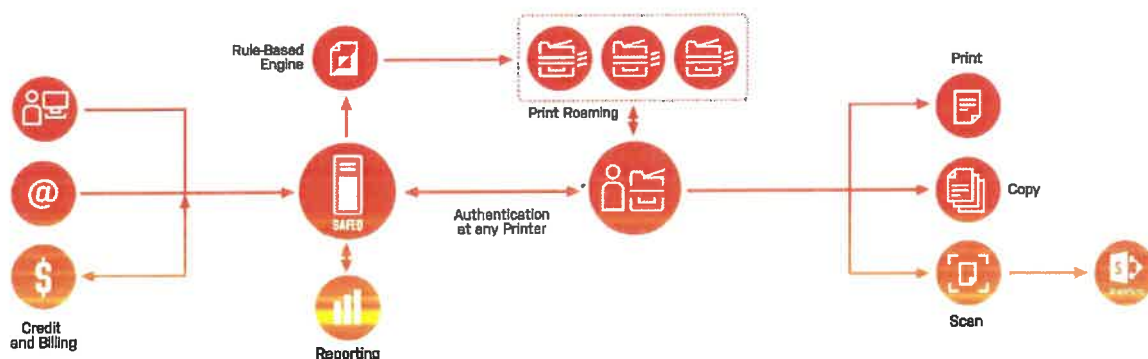
In a centralised print environment, a server application connects your multifunction devices (MFDs) or other networked printers to your corporate

directory. In this way, print administrators can implement pull-printing, set print governance policies and create efficient workflows for the capture, processing and distribution of digital content. See Figure below.

YSoft SafeQ Enterprise Suite is the only enterprise-grade solution that truly integrates print management with document capture and workflow. While other solutions require multiple servers, contracts and help

desk systems to deliver both print management and document capture, which increases your total cost of ownership, Y Soft and YSoft SafeQ offer a seamless, integrated solution.

YSoft SafeQ is integrated within the display panel of the world's most popular MFD brands.



YSOFT

Y-Soft is brought to you by Konica Minolta South Africa
for more information visit www.konicaminoltasa.com



KONICA MINOLTA



KONICA MINOLTA

ALL-IN MAINTENANCE SERVICE AGREEMENT

Terms and Conditions:

- All prices include VAT at fifteen percent (15%), however, VAT will be charged at the prevailing government rate applicable at date of invoice
- To meet all National Treasury requirements refer to Annexure D1/ D2 and Contract Circular available on website www.treasury.gov.za
- Unless previously withdrawn, this quotation is valid for 56 days from date hereof, or subject to RT3-2022 contract price adjustments
- Any media other than 80gsm plain paper is subjected to a maximum of ten percent (10%) of recommended volumes
- A quotation is not an obligation to sell, but it is an invitation to submit an order and no contractual relationship arises therefrom until an order has been accepted by the company
- All prices quoted exclude any settlements unless specifically stated
- Delivery subject to stock availability
- All pricing is subject to financial approval
- Acceptance of this quotation by the customer is subject to normal credit terms and conditions, and any rentals quoted are subject to the approval of the selected financial institution
- Initial setup of software included with installation; print, copy, scan & fax. Limited to the first ten (10) workstation configurations per device
- Software licences can't be cancelled/exchanged/returned once our quote has been accepted and an official order has been provided
- All controllers and video interface cards are not included as serviceable items under service contract
- **Please note, TCO calculations may vary slightly due to decimal roundings**
- E & OE

Quote: 0000082698



KONICA MINOLTA

Proposal for Acceptance

Please accept this proposal by completing the acceptance information, and e-mailing it to:

RulienS@konicaminoltasa.com

Name of Company	DEPT OF SMALL BUSINESS DEVELOPMENT
Name	Mr Norbit Williams
Position	
Duly authorised signature	
Official purchase order No.	
Finance Option (Outright Purchase or Rental)	
Date	

POPIA Authorisation:

We are required to Process certain of your Personal Information (as defined in the Protection of Personal Information Act 4 of 2013) which is collected and processed by our staff, representatives or sub-contractors for normal business purposes and we make every effort to protect and secure Personal Information. An addition to your rights as provided for in the POPIA, you are entitled at any time to request access to the information we have collected, processed and shared for normal business purposes. You hereby allow us/Konica Minolta South Africa, to obtain, process, store, and dispose of this Personal Information in the ordinary course of business and in accordance with our business requirements.

Quote: 0000082698



KONICA MINOLTA



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

RT3-2022

Proposal for

**DEPT OF SMALL BUSINESS
DEVELOPMENT -
RFQ : RT3-2022 Lease contract**

Reg No.: N/A

VAT No.: N/A

Level 1 BEE Contributor

SERIOUS ABOUT TRANSFORMATION

Giving Shape to Ideas





KONICA MINOLTA

Dear Mr Norbit Williams

Konica Minolta South Africa, a division of Bidvest Branded Products, have been a trusted partner on the transversal contract for over 50 years. We value your business and would like to thank you for allowing us to present you with this proposal.

As a long-standing RT3 transversal contract partner, we have the methodology available to reduce your Total Cost of Ownership (TCO), using historical data to measure and manage print output costs.

We are committed to uplifting the economy by partnering with sub-contractors, who are well geared to service on our behalf. We have grown these partnerships throughout the previous RT3 contract and are proud to have sub-contractors in every province.

We are serious about empowerment and transformation, and we submit this proposal as a proudly level 1 BEE contributor.

If you need any further information, please do not hesitate to contact us.

We look forward to partnering with you.

Yours sincerely,

Rulien Harmse
Account Manager
(012)665-7000

Koen Dekker
Account Manager

Tender LFP2: The Epson SC-T5200 (A0) Printer+Stand - RT3

SureColor T5200

Lfp2

**Multifunction large-format printer (print, copy, scan)
for CAD and graphics applications, colour A0, 1ppm, 1000**

- Free initial installation of software/drivers
- Free training provided upon installation
- All-inclusive copy charge
- Monthly rental includes insurance
- Fully certified technicians



Please note that the above image is based on the basic MFP Specification

Model	Qty	36 Months (per month)
Epson SC-T5200 (A0) Printer+Stand - RT3	1	R4,556.79 ea
Data line multi-tector Surge Protector	1	Included
3Y OSSE SC-T5200 RT3	1	Included
OPTIPLEX 7090 MICRO 65W	1	Included
Maxman including UNINET	1	Included
TOTAL EXCLUDING VAT		R4,556.79
TOTAL INCLUDING VAT		R5,240.31

All-In Maintenance Service Agreement

Prints are calculated per ml and charged at 1,114.01 cents (incl. VAT) .

Quote: 0000082728

Ver.1

31 May 2022

TOTAL COST OF OWNERSHIP

Description	Volume	36 Months
RENTAL		R188,651.11
TOTAL COST OF OWNERSHIP (Incl. VAT)		R188,651.11

Konica Minolta South Africa commits to a delivery lead time of 2-6 weeks

Type of Communication for Deliveries

- Email, Telephone, SMS, and Online Communication
- Ongoing and constant communication from receipt of order to installation of device will be communicated, this also refers to the decommissioning of devices

Roll out Plan

- The customer accepts the proposal and issues Konica Minolta South Africa with a Purchase Order
- Konica Minolta South Africa acknowledges receipt of order and notifies the customer regarding the order status
- Our technical department configures the device/s in the workshop
- Our Logistics team will schedule delivery of the device/s with the relevant participants
- A qualified technician will be deployed to:
 - Decommission old device/s (If applicable)
 - Configure new device/s on the customers' network
 - Provide end user training on the new device/s
- Participant signs-off installation and delivery documentation

Timeframes may vary dependent on the number of devices needed to be decommissioned and the distance between the customer and the servicing branch

Customer Service Portal

Konica Minolta customers can save valuable time by logging service calls and toner orders using our customer portal <http://customer.konicaminoltasa.com/>

I-Training

Below is a link to our Online Training 'How to Guides' for end-users

<https://itraining.konicaminolta.eu/en/home.html>

This is also accessible via a QR Scan Code that are placed on all Konica Minolta devices



To view Konica Minolta's
innovative products,
Scan the QR code above

Tender LFP3: The EPSON SC-T5200HDDMFP (A0) - RT3

SureColor T5200 MFP

Lfp3

**Multifunction large-format printer (print, copy, scan)
for CAD and graphics applications, colour A0, 1ppm, 1000**

- Free initial installation of software/drivers
- Free training provided upon installation
- All-inclusive copy charge
- Monthly rental includes insurance
- Fully certified technicians



Please note that the above image is based on the basic MFP Specification

Model	Qty	36 Months (per month)
EPSON SC-T5200HDDMFP (A0) - RT3	1	R8,102.40 ea
Data line multi-tector Surge Protector	1	Included
3Y OSSE SC-T5200 RT3	1	Included
3 Year OSSE for SC-Tscan RT3	1	Included
OPTIPLEX 7090 MICRO 65W	1	Included
Maxman including UNINET	1	Included
TOTAL EXCLUDING VAT		R8,102.40
TOTAL INCLUDING VAT		R9,317.76

All-In Maintenance Service Agreement

Prints are calculated per ml and charged at 1,114.01 cents (incl. VAT) .

Quote: 0000082728

Total Cost of Ownership

Description	Volume	36 Months
RENTAL		R335,439.36
TOTAL COST OF OWNERSHIP (Incl. VAT)		R335,439.36

Konica Minolta South Africa commits to a delivery lead time of 2-6 weeks

Type of Communication for Deliveries

- Email, Telephone, SMS, and Online Communication
- Ongoing and constant communication from receipt of order to installation of device will be communicated, this also refers to the decommissioning of devices

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To view Konica Minolta's
innovative products,
Scan the QR code above



KONICA MINOLTA

ALL-IN MAINTENANCE SERVICE AGREEMENT

Terms and Conditions:

- All prices include VAT at fifteen percent (15%), however, VAT will be charged at the prevailing government rate applicable at date of invoice
- To meet all National Treasury requirements refer to Annexure D1/ D2 and Contract Circular available on website www.treasury.gov.za
- Unless previously withdrawn, this quotation is valid for 56 days from date hereof, or subject to RT3-2022 contract price adjustments
- Any media other than 80gsm plain paper is subjected to a maximum of ten percent (10%) of recommended volumes
- A quotation is not an obligation to sell, but it is an invitation to submit an order and no contractual relationship arises therefrom until an order has been accepted by the company
- All prices quoted exclude any settlements unless specifically stated
- Delivery subject to stock availability
- All pricing is subject to financial approval
- Acceptance of this quotation by the customer is subject to normal credit terms and conditions, and any rentals quoted are subject to the approval of the selected financial institution
- Initial setup of software included with installation; print, copy, scan & fax. Limited to the first ten (10) workstation configurations per device
- Software licences can't be cancelled/exchanged/returned once our quote has been accepted and an official order has been provided
- All controllers and video interface cards are not included as serviceable items under service contract
- **Please note, TCO calculations may vary slightly due to decimal roundings**
- E & OE

Quote: 0000082728

Ver.1

31 May 2022



KONICA MINOLTA

Proposal for Acceptance

Please accept this proposal by completing the acceptance information, and e-mailing it to:

RulienS@konicaminoltasa.com

Name of Company	DEPT OF SMALL BUSINESS DEVELOPMENT
Name	Mr Norbit Williams
Position	
Duly authorised signature	
Official purchase order No.	
Date	

POPIA Authorisation:

We are required to Process certain of your Personal Information (as defined in the Protection of Personal Information Act 4 of 2013) which is collected and processed by our staff, representatives or sub-contractors for normal business purposes and we make every effort to protect and secure Personal Information. An addition to your rights as provided for in the POPIA, you are entitled at any time to request access to the information we have collected, processed and shared for normal business purposes. You hereby allow us/Konica Minolta South Africa, to obtain, process, store, and dispose of this Personal Information in the ordinary course of business and in accordance with our business requirements.

Quote: 0000082728

Subject: RE: DSBD RT3-2022 Annexure C Participation Letter
Date: Thursday, 26 May 2022 at 13:55:59 South Africa Standard Time
From: Patiswa Mgcodo
To: Rudzani Matodzi
CC: Norbit Williams, Lebogang Mapudi
Attachments: image002.jpg, image003.png, 5 RT3-2022 Annexure D1 Analysis of Printing Requirements.pdf, 6 RT3-2022 Annexure D2 Analysis of Paper Shredding Requirements.pdf

Dear New RT3-2022 Participant

RT3-2022 FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING AND MAINTENANCE OF OFFICE AUTOMATION SOLUTIONS TO THE STATE FOR THE PERIOD 1 APRIL 2022 TO 31 MARCH 2026

Thank you for the receipt of your participation letter. As per Section 9.2 of the published Special Conditions of Contract (Annexure A of the RT3-2022 Contract Circular), your participation letter is acknowledged.

Your institution is a participant on RT3-2022 effective **26 May 2022**. You may approach **ANY** Supplier/s using **Annexure D1 Printing Requirements** or **Annexure D2 Paper Shredding Requirements** which are attached and should be issued to the Supplier/s of choice. Kindly follow the procurement steps on Section 6 of the Contract Circular. It is published on our website together with all RT3-2022 Transversal Contract documents that can be accessed at <http://www.treasury.gov.za/divisions/ocpo/ostb/contracts/default.aspx>

Kind Regards

PATISWA MGCODO
Admin Officer: Transversal Contracting ICT & Security Services
Transversal Contracting
Office of the Chief Procurement Officer
Tel: +27 (012) 315 5820
Email: transversal.contracting2@treasury.gov.za
www.treasury.gov.za



From: Rudzani Matodzi <RMatodzi@dsbd.gov.za>
Sent: Wednesday, 25 May 2022 10:28
To: Patiswa Mgcodo <Patiswa.Mgcodo@treasury.gov.za>; sindiswa.tapi@treasury.gov.za
Cc: Norbit Williams <NWilliams@dsbd.gov.za>; Lebogang Mapudi <LMapudi@dsbd.gov.za>
Subject: DSBD RT3-2022 Annexure C Participation Letter

Good Morning

Hope that this E-mail finds you well, kindly receive the attached Department of Small Business Development request for participation to the RT3 -2022

For any information required feel free to contact me

Your responds and acknowledgement in this regard will be highly appreciated



Kind Regards
Rudzani Matodzi
Deputy Director Supply Chain Management
Office of the Chief Financial Officer
Email: RMatodzi@dsbd.gov.za
Tel : 27 12 394 3014
Ministry of Small Business Development

http://www.treasury.gov.za/Email_Disclaimer.html
http://www.treasury.gov.za/Email_Disclaimer.html

Directive on Public Administration and Management Delegations, 2014

PAJA CHECKLIST

SUBJECT: RT3-2022 MULTI-FUNCTIONAL PRINTERS

Include in the submission a paragraph under the heading **PAJA COMPLIANCE:**

"All the requirements for taking a lawful, reasonable and procedurally fair administrative action have been complied with and no grounds exist for the review of the action"

UNIT MANAGER:

- | | | |
|--|---|-----------------------------|
| A There is an empowering provision authorizing the decision | ☒ Yes | ☐ No |
| B The decision will achieve the objective/purpose of the empowering provision | ☒ Yes | ☐ No |
| C The person requested to make the decision is authorised to do so by:
(a) an empowering provision; or
(b) a valid written delegation of power. | ☒ Yes | ☐ No |
| D The following is applicable:
(a) There has been compliance with all the procedures in the empowering provision and relevant prescripts and time frames; or
(b) the empowering provision allows for a deviation from procedure or time frame and such deviation is in these circumstances fair and justified. | ☒ Yes | ☐ No |
| E All conditions contained in the empowering provision have been met. | ☒ Yes | ☐ No |

DELEGATED OFFICIAL:

- | | | |
|--|---|-----------------------------|
| F The information considered is relevant and correct | ☒ Yes | ☐ No |
| G The decision is justifiable. | ☒ Yes | ☐ No |
| H In the event that the decision adversely affects and individual(s), provision is made for the individual(s) to be notified of the decision | ☒ Yes | ☐ No |
| I The notice referred to in paragraph H informs the affected individual(s) of their right to appeal or review the decision, as well as their right to request written reasons. | ☒ Yes | ☐ No |

UNIT MANAGER:

- | | | |
|---|---|-----------------------------|
| J The submission contains all the information mentioned in paragraphs A to I. | ☒ Yes | ☐ No |
|---|---|-----------------------------|


Norbit Williams
08/07/2022

SIGNFLOW.COM


Mbali Mbatha
12/07/2022

SIGNFLOW.COM

Unit Manager

Name: NORBIT WILLIAMS

Date: 08 July 2022

Name: Mbali Mbatha

Date: 11 July 2022


LINDOKUHLE MKHUMANE
15/07/2022

SIGNFLOW.COM

Delegated Official

Name: LINDOKUHLE MKHUMANE

Date: 15 July 2022

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	☐
:	Managed Print Services	☒
:	Pay for Use (MDS)	☐

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

State Institution : Department of Small Business Development

Division within State Institution : Corporate Management

Address : the dtic Campus, 77 Meintjies Street
Block G and Block A
Cape Town Parliamentary offices

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

End-User email Address : nwilliams@dsbd.gov.za

End-User telephone Or cellphone numbers : 0827397296

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
	Yes No	Yes No	Yes No
	☒ ☐	☒ ☐	☒ ☐
2	What is the reason for the leasing of new equipment / printing solution?		
	Replacement of existing?		Yes No ☒ ☐
	Cost cutting removing existing desktop printers?		Yes No ☐ ☒
	New division/unit within the State institution?		Yes No ☐ ☒
3	What is the paper size required?	A4 A3	Both Any other
		☐ ☐	☒ ☐
4	Does your institution expect copy volume to increase or decrease?	Yes Why? ☐	No
5	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 ☐ ☐
	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 ☐ ☐
6	Will your institution be printing in mono / colour / both?	Mono ☐ Colour ☐ Both ☒	
7	Will Supplier be required to link all the users to the equipment?	Yes ☐ No ☒	
8	Is there a required or preferred print speed and if so, why?	No ☒	Yes, and why?
9	Will the equipment be connected to a network or by USB?	Network ☐	Yes ☒ No ☐



#	Element	Response Complete or tick v			
		USB	Yes	☒	
			No	☐	
10	Do you have an in-house printing facility? Dedicated print room?	Yes ☐	No	☒	
11	Will your institution be making use of the following finishing options?	Stapling	Yes	☒	No ☐
		Booklet Printing	Yes	☒	No ☐
		Punching	Yes	☒	No ☐
		Mobile print	Yes	☒	No ☐
		Any other	Yes*	☐	No ☐
		None	Yes	☐	No ☐
		Sort Only	Yes	☐	No ☐
		Hole Punch	Yes	☒	No ☐
		2 Holes	Yes	☒	No ☐
		4 Holes	Yes	☒	No ☐
		*List any other z-folding			
12	Will your institution be making use of mobile printing?	Yes ☒	No	☐	
13	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 ☐
14	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable?			
		Yes		No	
		☒		☐	
15	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions?		Adherence to special security regulations?	
		Yes ☒	No ☐	Yes ☐	No ☐
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	Pin Codes	Parking Tags	
		Yes ☒	No ☐	Yes ☒	No ☐
		Yes ☐	No ☐	Yes ☐	No ☐



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? 15
2. What are the maximum monthly volume prints >30000 and what the average 6 months volume prints? 180000
3. How many devices are on a cost per page contract? 15
4. How many devices were purchased outright? 0
5. How many Suppliers do you currently deal with for hardware, supplies, and service? 1
6. How many invoices do you receive each month for hardware, supplies, and service? 15
7. What is the current method for measuring total cost of document output? TBC
8. How many users in your institution do you currently have? 210
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? 100%
11. If applicable, what does your current MPS contract(s) include?

On-site maintenance, consumable supplies

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

Cost effective printing solution, end user friendly



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

Overall printing solution

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? 3 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? next to each point

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)

to be confirmed upon configuration

19. Number of users who needs to be linked to the printer/s: 210

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 Pretoria on this 27 of May 2022
(State institution's location) (Day) (Month & year)

End-user Signature  date 27 May 2022