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Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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 Public Works
Division within State Institution	:	Finance
Address	:	10 Prince Alfred Street Pietermaritzburg 3201
Name & Surname of End-User	:	Ms Nozipho Ngcobo *(If more than 1 end-user attach a separate list to the Supplier)*
End-User email Address	:	nozipho.ntuli@kznworks.gov.za
End-User telephone Or cellphone numbers	:	033 355 7140

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	No	Yes	No	Yes	No	Yes	No	Yes	No	
	✓		✓		✓			✓		✓	

#	Element	Yes	No
2	What is the reason for the leasing of new equipment / printing solution?		
	Replacement of existing?	✓	
	Cost cutting removing existing desktop printers?		✓
	New division/unit within the State institution?		✓

#	Element	A4	A3	Both	Any other
3	What is the paper **size** required?			✓	

#	Element	Yes	No
4	Does your institution expect copy volume to increase or decrease?	Yes ☐ Why?	No

#	Element	Yes	No
5	What is the paper **weight** and thickness required?		
	35-55 gsm : Most newspapers		✓
	75-100 gsm : Standard paper for common business applications including mid-market magazine inner pages	✓	
	130-250 gsm : A good quality promotional poster		✓
	180-250 gsm : Mid-market magazine cover		✓
	350 gsm : Most reasonable quality business cards		✓

#	Element	Response		
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? Item MFPC7 (55 ppm) Bulk & urgent	
9	Will the equipment be connected to a network or by USB?	Network	Yes ✓	No

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#	Element	Response Complete or tick √	Yes	No
		USB	✓	
10	Do you have an in-house printing facility? Dedicated print room?		✓	
11	Will you institution be making use of the following finishing options?	Stapling	✓	
		Booklet Printing		✓
		Punching	✓	
		Mobile print		✓
		Any other	*	✓
		None		✓
		Sort Only	✓	
		Hole Punch	✓	
		2 Holes	✓	
		4 Holes		✓
		*List any other		
12	Will your institution be making use of mobile printing?			✓
13	What type of jobs will your institution be printing?	Graphics/Presentation handouts		✓
		Reports, plans, spreadsheets	✓	
		Memos, letters, E-mail	✓	
		Other	✓	
14	Special scan requirements	Do you wish to make use of OCR scanning to enable your scanned documents to be editable?		✓
15	What are the printer security requirements for your institution?	Network security / Hard drive Encryptions?	✓	
		Adherence to special security regulations?		
16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?	4x paper drawers-capacity2000 shits= 3000 sheets external finisher		
17	How does your institution intend to control or release print job?	Access Cards		
		Pin Codes	✓	
		Parking Tags		

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? nil
2. What are the maximum monthly volume prints 25000 and what the average 6 months volume prints? 150000
3. How many devices are on a cost per page contract? all
4. How many devices were purchased outright? nil
5. How many Suppliers do you currently deal with for hardware, supplies, and service? ____
6. How many invoices do you receive each month for hardware, supplies, and service? ____
7. What is the current method for measuring total cost of document output? ____
8. How many users in your institution do you currently have? 28
9. What percentage of the devices, if any, is currently under a Rental & Copy contract? all
10. What percentage of the devices, if any, is currently under an MPS? ____
11. If applicable, what does your current MPS contract(s) include?

____

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

____

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

    meter collection and billing, supplies fulfilment

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? ______ 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? network point available

    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: 28

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: ______

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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 SRO Public Works on this 12 of August 2024
(State institution's location) (Day) (Month & year)

End-user Signature ________ date 12/08/2024