

**Province of KwaZulu-Natal Department of Economic Development
Requisition form for Goods / Services**

FORM PA001

To
Name of Official:
Business Unit:
Tel. Number:

MANAGER: SCM
Zama Dlomo
Auxiliary services
076 943 2628

Requisition No.
Delivery Address
Required Delivery
Date:

46 Bisset Street, Port Shepstone

REQUIRED GOODS / SERVICES (For all services/projects TOR must be attached together with the procurement strategy)

Full Description

Request SCM:

- To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at UGU DISTRICT OFFICE for the period of 36 months, Through transversal contract RT3-2022.

MOTIVATION FOR ACQUISITION:

The copier machine is a vital need for all offices environment and it helps with the effectiveness, efficiency and productivity of work

Official's Signature

Date: 2022/11/21

ALLOCATION OF EXPENDITURE

Funds	voted
Responsibility	Auxiliary services
Objective	Corporate services
Project	No project
Net Asset	OFFICE EQUIPMENT
Regional Indicator	KZN EDTEA
Item	OPERATING LEASES : DIVER NALAN EDP

Budget Allocation	R 40061376.12
Less Expenditure	R 25100796.58
Less Commitments	R
Budget Available	R 14960579.56
Projects/Goods/Services	R
Estimated Amount	

Approved / Not Approved

Responsibility Manager: Name and Rank:

N.P. Kurene: Acting Director

Signature:

Date:

2022/11/21

Comments:

Budget Controller:

Date: 22.11.2022

For SCM use only

ASSET MANAGEMENT / ICT UNIT

Condition of existing asset	Obsolete/ Redundant	Irreparable (Condition report for all IT equipment required)	Satisfactory	New
Name:	Signature:	Designation:		Date:

DEMAND SECTION

Does this appear on the procurement plan?	YES	NO	If not on procurement plan does a motivation exist	YES	NO
Name:	Signature:	Designation:		Date:	

ACQUISITION SECTION

Quotation Number.		Funding Approval	YES	NO
Name:	Signature:	Designation:		Date:

LOGISTIC SECTION

Award Approved by:	Name:		Date:
Order No.:	Date:	Total Cost:	
Name:	Signature:	Designation:	Date:

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 : Economic Development, Tourism and Environmental Affairs

Division within State Institution : uGu District Office

Address : 46 Bisset Street
Port Shepstone
4230

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

End-User email Address : Nomathamsanqa.Kunene@kznedtea.gov.za

End-User telephone : 033 264 2733

Or cellphone numbers :

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 v	
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	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? ☐ due to increase in staff organogram	
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? ☐ yes, 50 copies per minutes	
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	
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? Yes ☒ No ☐	Adherence to special security regulations? Yes ☐ No ☒
16	Is there any other technology your institution knows of and would like to add to your equipment/printing solution?	n/a	
17	How does your institution intend to control or release print job?	Access Cards Yes ☐ No ☐	Pin Codes Yes ☒ No ☐
			Parking Tags 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? 1
2. What are the maximum monthly volume prints 30 000 and what the average 6 months volume prints? 12 000
3. How many devices are on a cost per page contract? 1
4. How many devices were purchased outright? none
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? 1
7. What is the current method for measuring total cost of document output? manual
8. How many users in your institution do you currently have? 20
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? none
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?

1. Functionality

2. Quality

3. Reliability, effective call centre to be able to log call and faults.



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

meter collection, supplies fulfillment, fault reporting

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? closer

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)

IT Support 033 264 2609

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

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 22 of November 2022
(State institution's location) (Day) (Month & year)

End-user Signature [Signature] date 22/11/22