

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 : SCM- Logistics

Address : 10 Prince alfred Street
Pietermaritzburg
32001

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

End-User email Address : Phindile.mbatha@kznworks.gov.za

End-User telephone
Or cellphone numbers : 033-8971308

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.

#	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
	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
		Yes	No
4	Does your institution expect copy volume to increase or decrease?	Yes	No
	Why?		
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?
			item mfpc7B (55PPM)
9	Will the equipment be connected to a network or by USB?	Network	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? _____

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? 20

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?



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

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 02 of 07/2024
(State institution's location) (Day) (Month & year)

End-user Signature  date 02/07/2024