KWAZULU-NATAL PROVINCE
ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Private Bag X9152, PIETERMARITZBURG, 3200
270 Jabu Ndlovu Street, Pietermaritzburg, 3200
Tel: 033 264 2500 Fax: 033 264 2864

F005

INVITATION TO QUOTE

TECHNICAL ENQUIRIES: Thandazile Ntuli- 033 264 2852

QUOTATION NO: 2021030811

SERVICE/ITEM DESCRIPTION: Photocopying Machine

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

CLOSING DATE: 05/07/2021
TIME: 11:00

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

Regards

Thokozani Zondo
033 264 2730

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ANNEXURE F1

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

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

State Institution : Dept of Economic Development Tourism and Env affairs

Division within State Institution : UTHUNGULU DISTRICT OFFICE ENV OFFICE

Address : LOT 61137 opposite mhlathuze sports complex
MAINGATE ,VLEDVLEI
Richardsbay

Name & Surname of End-User : TP Ntuli refer to attached list
(If more than 1 end-user attach a separate list to the Supplier)

End-User email Address : Thamsanqa.Ntuli@kznedtea.gov.za

End-User telephone Or cellphone numbers : 033 264 2797

#	Element	Response Complete or tick √					
	CURRENT EQUIPMENT / PRINTING SOLUTION						
1	How many users are utilizing the equipment?	21 users					
2	Is the current equipment leased or owned?			Leased	✓	Owned	
3	Does your institution want to trade-in the current equipment (if owned)			Yes		No	
4	Do you use user codes/ ID cards on your current equipment?			Yes	✓	No	
5	Current equipment details *(if space is not sufficient, please provide a separate list to Supplier)*	Make, model & serial number	*(if space is not sufficient please attach a separate list)* Xerox.C8035/14,3717674307				
		Contract end date	27/06/2021				
		Maximum monthly volume prints	30000				
		Average 6 months volume prints	B:6000+ C:6000 =12000PM				
		Average 6 months costing/payments					
		Were you institution printing in Mono / Color or Both?					
		Mono		Colour		Both	✓

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#	Element	Response Complete or tick √							
		Was your institution printing A4 or A3?	A4 ☐	A3 ☐	Both ☑				
		Current location of equipment	Richardsbay env office,						
		Were you having these functions?							
		Print ☑	Copy ☑	Scan ☑	Fax (you must have dedicated fax line)				
6	Are you satisfied with your current printing solution?	Very satisfied							
		Somewhat satisfied							
		Somewhat unsatisfied							
		Very unsatisfied							
		Not sure							
7	Is your institution looking to optimize the current equipment / printing solution by:	Procuring maintenance?		Procuring additional service(s)?		Procuring accessory (ies)?		Combination or all?	
		Yes ☐	No ☑	Yes ☐	No ☑	Yes ☐	No ☑	Yes ☐	No ☑

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

NEW EQUIPMENT / PRINTING SOLUTION

ALL Suppliers are to provide basic services of electronic monitoring, meter reading and print release by pin codes as it is a standard function on the equipment.

#										
8	Are you looking for a?									
	Printer		Copier		Scanner		Fax		All of the them	
	Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	Yes ☐	No ☐	Yes ☑	No ☐
9	What is the reason for the procurement/rental of new equipment / printing solution?									
	Replacement of existing?								Yes ☑	No ☐
	Cost cutting removing existing desktop printers?								Yes ☐	No ☑
	New department within the State institution?								Yes ☐	No ☑
10	What type of paper is your institution looking for?	**Uncoated paper** Typically found in most office printers, uncoated paper has no coating, making it excellent for ink receptivity and absorbency. As it is uncoated it has the advantage of being used by both printer and pen, ideal for forms, letterheads and memo paper.							Yes ☑	No ☐
		Gloss coated paper Gloss paper is typically used for flyers and brochures as it has a high shine. As the ink dries well there is no need for a seal varnish as the ink does not rub off.							Yes ☑	No ☐

#	Element	Response Complete or tick √		
		Matt coated paper Matt paper is the opposite to gloss – it is coated with a matt finish to produce a paper that isn't shiny, preventing glare. This type of paper is perfect for reports, flyers and leaflets.	Yes ☑	No ☐
		Recycled paper Made from re-used paper products, recycled paper is perfect for those who are trying to reduce their environmental impact. It can be used for most documents including reports, memo paper and forms.	Yes ☑	No ☐
		Bond paper This type of paper is stronger and more durable than the average sheet of paper. It's perfect for letterheads, typed reports and envelopes.	Yes ☑	No ☐
		Silk coated paper The interim between gloss and matt, silk coated paper has a smooth silky coating, leaving it smooth to the touch but without the shine of glass paper. This type of paper can be used for many things such as magazines, books and catalogues.	Yes ☑	No ☐
		Watermarked paper Used in high quality paper watermarked paper give a feel of luxury and high quality. To create its desired effect an impression is pressed into the paper by attaching a wire pattern. This type of paper is commonly used as a security feature for important documents, including exam certificates.	Yes ☑	No ☐
11	What is the paper **size** required?	A4 ☐	A3 ☐	Both ☑	Any other ☑
12	Does your institution expect copy volume to increase or decrease?	Yes ☑ Why?			No ☐
13	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 ☑
14	Will your institution be printing in mono / colour / both?	Mono ☐	Colour ☐	Both ☑	
15	Will Supplier be required to link all the users to the equipment?	Yes ☑	No ☐		
16	Is there a required or preferred print speed and if so why?	No ☐	Yes and why? ☑ 50 copies per minute to save time MFPC7		

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

Completed at Pietermaritzburg (State institution's location) on this 05 (Day) of March 2021 (Month & year)

End-user Signature [signature] date 05/03/2021

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.