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REPUBLIC OF SOUTH AFRICA

RT3-2022 ANNEXURE D2

Analysis of Paper Shredding Requirements for Category 5

The assessment or analysis of a paper shredding environment is not optional but **Mandatory** for all participants and potential participants to realize value for money in procuring or leasing fit for purpose paper shredding solution.

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

Note: Supplier and Participant are still to engage for better understanding of the paper shredding requirements and an analysis of the paper shredding environment must still be conducted by the Supplier.

State Institution : _____

Division within State Institution : _____

Address : _____

_____

_____

Name & Surname of End-User : _____

(If more than 1 end-user attach a separate list to the Supplier)

End-User email Address : _____

End-User telephone Or cellphone numbers : _____

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Answering the questions below will assist in determining the most suitable paper shredder for a state institution's unique requirements

1. How much paper will be shredded in a week?

- 1 ream (500 sheets) (2.5 kg) ☐
- 5 reams (2500 sheets) (12.5 kg) ☐
- 10 reams (5000 sheets) (25 kg) ☐
- 20 reams (10 000 sheets) (50 kg) ☐
- 50 reams or more (>50 000 sheets) (>125 kg) ☐

2. What kind of documents or items will be shredded?

- Plain white paper (photocopy) ☐
- 100 gsm brown folders or files ☐
- CDs or DVDs ☐
- Bank cards (e.g. credit card) ☐
- Office staples ☐
- Small office paper clips ☐
- Magazines and newspapers ☐
- All of the above ☐

3. What is the paper size to be shredded?

- A4 ☐
- A3 ☐
- >A3 ☐

Completed at _____ on this _____ of _____
(State institution's location) *(Day)* *(Month & year)*

End-user Signature _____ date _____