national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

ANNEXURE F2

RT3-2018 Shredder Analysis Questionnaire for Category 4

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

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

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 : _____

Answering the questions below will assist in determining the most suitable 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 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_____

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