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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 : _____

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 : _____

#	Element	Response Complete or tick √			
CURRENT EQUIPMENT / PRINTING SOLUTION					
1	How many **users** are utilizing the equipment?				
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)* New Placement		
		Contract end date			
		Maximum monthly volume prints			
		Average 6 months volume prints			
		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			
		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 ☐	

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#	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? ☐ Bulk Printing	

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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	Yes	No	
		*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 _____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 printing requirements and an analysis of the printing environment must still be conducted by the Supplier.