

## 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 : Agricultural Research Council

Division within State Institution : ARC-Biotechnology Platform

Address : Old Soutpan Road (M35)  
Onderstepoort, Pretoria  
0110

Name & Surname of End-User : Ms. Lerato Mpye  
*(If more than 1 end-user attach a separate list to the Supplier)*

End-User email Address : MpyeL@arc.agric.za

End-User telephone Or cellphone numbers : 012 529-9121

#	Element	Response Complete or tick ✓	
<b>CURRENT EQUIPMENT / PRINTING SOLUTION</b>			
1	How many <b>users</b> are utilizing the equipment?	230	
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 <i>(if space is not sufficient, please provide a separate list to Supplier)</i>	Make, model & serial number	<i>(if space is not sufficient please attach a separate list)</i> Bizhub C364e S/N: A5C1041012455
		Contract end date	30 June 2020
		Maximum monthly volume prints	33000
		Average 6 months volume prints	37800
		Average 6 months costing/payments	R 7,910.70
		Were you institution printing in Mono / Color or Both?	Mono      Colour      Both ✓



#	Element	Response Complete or tick ✓									
		Was your institution printing A4 or A3?		A4		A3		Both			
						<input type="checkbox"/>		✓			
		Current location of equipment				ARC-Onderstepoort Veterinary Institute - Biotechnology Platform					
		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 ✓		
<p style="text-align: center;"><b>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.</b></p>											
<b>NEW EQUIPMENT / PRINTING SOLUTION</b>											
<p style="text-align: center;">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.</p>											
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? RT3-2020 contract expired								Yes	No	
	Replacement of existing?							✓			
	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?	<b>Uncoated paper</b> 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		
		<b>Gloss coated paper</b> 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.						✓	No ✓		



#	Element	Response			
		Complete or tick ✓			
	<p><b><u>Matt coated paper</u></b> 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.</p>	Yes		No	✓
	<p><b><u>Recycled paper</u></b> 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.</p>	Yes	✓	No	
	<p><b><u>Bond paper</u></b> This type of paper is stronger and more durable than the average sheet of paper. It's perfect for letterheads, typed reports and envelopes.</p>	Yes	✓	No	
	<p><b><u>Silk coated paper</u></b> 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.</p>	Yes		No	✓
	<p><b><u>Watermarked paper</u></b> 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.</p>	Yes		No	✓
11	What is the paper <b>size</b> 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 <b>weight</b> 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?		
		✓			



#	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 your 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 ✓(some)	No	Yes	No ✓

Completed at ARC-Onderstepoort Veterinary Institute on this 10th of June 2020  
 (State institution's location) (Day) (Month & year)

End-user Signature PP  date 10/06/2020

**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.**