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**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS (HEAD OFFICE AND DISTRICT OFFICE)
DEPUTY DIRECTORS FINANCE
ASSET CONTROLLERS AND INVENTORY MANAGEMENT SUPERVISORS
ALL OFFICIALS**

SUPPLY CHAIN MANAGEMENT CIRCULAR NO. 07 OF 2025

**PROCESS FOR ACQUIRING PHOTOCOPIER MACHINE, COPY CHARGES AND PHYSICAL
VERIFICATION OF MACHINES**

1. PURPOSE

- 1.1 This circular serves to inform all officials at the Head Office and District Offices about the procedures for acquiring a rental photocopier, the applicable copy charges, and the verification or counting process involved.

2. BACKGROUND

- 2.1 The KwaZulu-Natal Department of Education acquires machines in line with the provisions of the transversal contract, RT3-2022 printing solutions for photocopying machines. It is therefore essential to outline the internal procedures for acquisition, as well as the physical verification process of photocopy machines.

3. PROCESS FOR THE ACQUIRING OF A PHOTOCOPY MACHINE

3.1 Participation Agreement

A Participation Agreement must be completed and signed by the Head of Department (HOD) for all users intending to acquire photocopy machines. The Logistics Unit at Head Office will facilitate this process.

3.2 Directorate Submission

Each Directorate requesting a photocopy machine must prepare a formal submission. This must be routed through the appropriate line function and submitted for HOD approval, specifically requesting the lease of photocopier machine(s).

3.3 Procurement Plan

The Directorate's approved Procurement Plan for the financial year must include the lease of photocopier rentals.

3.4 Determination of the size of the machine to be procured

The size of the machine to be procured will be determined based on the technical specifications provided in **Annexure B**. As part of this process, users are required to indicate the estimated number of copies to be printed per minute and per month, taking into account their actual printing needs. It is essential that users follow this procedure carefully to avoid unnecessary resource allocation—such as assigning a high-capacity machine to a department with low printing demand, which can lead to waste.

3.5 Labour-Saving Device Application

An E14 form (Application for Labour-Saving Device) must be completed and signed by the IT Directorate.

3.6 Asset Acquisition

The EF90 Asset Acquisition Form must be completed and approved by the Directorate: Logistics, Assets and Disposals at Head Office. Asset Management will conduct a needs assessment and verify against the asset register to avoid duplicate rentals.

3.7 Requisition Forms (EF-72)

Two EF-72 requisition forms must be completed:

3.7.1 EF-72 for Photocopier Rental: Covers the full lease duration.

3.7.2 EF-72 for Copy Charges: Must be completed annually for the duration of the lease.

3.7.3 The Budget Controller must confirm the availability of funds, capture the budget allocations, and sign both EF-72 forms.

3.8 Annexure D1 Analysis Form

The Annexure D1 Analysis Form, part of the RT3-2022 contract, must be completed.

3.9 Submission to SCM

Once all required documents and approvals are obtained, the complete package must be submitted to the relevant Supply Chain Management (SCM) unit at both Head Office and District Office (Demand and Acquisition) for processing and generation of purchase orders.

4. POST-DELIVERY PROCESS FOR PHOTOCOPIER MACHINES

4.1 Lease Agreement Signing

Upon delivery of the photocopier machine, a lease agreement must be signed by the Responsibility Manager of the requesting Directorate and the service provider.

4.2 Submission of Lease Agreement

A copy of the signed lease agreement must be submitted to the Supply Chain Management (SCM) unit under the Directorate: Logistics Assets and Disposals for inclusion of Lease in Lease register.

4.3 Invoice Processing

All invoices must be signed and processed promptly to ensure timely payments. If no copies were made during a specific month, the service provider must issue either a nil invoice or a formal letter confirming that no copy charges apply for that month. This must be sent to the end user.

4.4 Copy Charge Coverage

The "copy charge" includes full on-site maintenance of the photocopier equipment. Maintenance services cover:

4.4.1 Toner or ink supply.

4.4.2 All service calls, repairs, and replacement of defective parts.

4.4.3 All spare parts and consumables, including rollers, fuser units, developer, and drums.

4.4.4 Note: Staples are excluded from this coverage.

5. VERIFICATION OF LEASED PHOTOCOPIER PROCEDURE

5.1 All Directorates are required to conduct a physical count of rental machines on a monthly basis. The standard verification form, attached as **Annexure A**, must be used for this exercise. Completed forms should be submitted to the Directorate: Logistics, Assets and Disposals, attention Ms Gumbi, via email at vatry.mbatha@kzndoe.gov.za. For any queries, Ms Gumbi can be contacted at 033 846 5242.

5.2 The verification or count form must be submitted during the first week after month end, by the 7th.
(During the verification stage it's important to capture the accurate serial number of the machine).



6. All Directorates are required to ensure alignment to the RT3-2022 contract, which is expiring in March 2026, to ensure that all contracts related to RT-2022 are aligned at the beginning of the next financial year, particularly concerning the copy charges.
7. Kindly bring the contents of this circular to the attention of all concerned officials.

Your cooperation is always highly appreciated.

Mr G.N NGCOBO
HEAD OF DEPARTMENT: KZN EDUCATION

DATE



ANNEXURE A

RENTAL PHOTOCOPYING MACHINE VERIFICATION FORM

Name of the custodian: _____

Directorate: _____

Head Office or District Office: _____

Building Name: _____

| No | Asset Description | Serial No. | Room No. | Date of verification | Comment |
|----|-------------------|------------|----------|----------------------|---------|
| 1. | | | | | |
| 2. | | | | | |
| 3 | | | | | |
| 4. | | | | | |
| 5. | | | | | |

NB: 1. What is the contract starting date? _____

2. What is the contract ending date? _____

3. If point 2 is expired have you renewed the contract? _____

Verification conducted by: _____

Name and Surname _____

Date: _____

Signature _____

ANNEXURE B

Technical Specification/Scope of Solution: Profiles

RT3: Office Automation Solutions

Note: The table below serves as a high-level overview of what is required per category, and will not be used for evaluation. Products will be evaluated against the detail specs in the individual Item sheets, which are mandatory to complete.

1. Multifunction Printers, Monochrome

| Item | Title | Description | Speed (ppm) | Prints/ month ¹ | Paper size |
|-------|------------------------------------|---|-------------|----------------------------|------------|
| Mfp1 | MFP, 20ppm A4 mono | Multifunction printer (print, copy, scan), entry-level mono A4, 20ppm, 2 500 prints/month | 20 | 2 500 | A4 |
| Mfp2 | MFP, 30ppm A4 mono | Multifunction printer (print, copy, scan), small workgroup mono A4, 30ppm, 5 000 prints/month | 30 | 5 000 | A4 |
| Mfp3 | MFP, 40ppm A4 mono | Multifunction printer (print, copy, scan), medium workgroup mono A4, 40ppm, 10 000 prints/month | 40 | 10 000 | A4 |
| Mfp4 | MFP, 50ppm A4 mono | Multifunction printer (print, copy, scan), large workgroup mono A4, 50ppm, 15 000 prints/month | 50 | 15 000 | A4 |
| Mfp5 | MFP, 20ppm A3 mono | Multifunction printer (print, copy, scan), entry-level mono A3, 20ppm, 10 000 prints/month | 20 | 10 000 | A3 |
| Mfp6 | MFP, 30ppm A3 mono | Multifunction printer (print, copy, scan), small workgroup mono A3, 30ppm, 15 000 prints/month | 30 | 15 000 | A3 |
| Mfp7 | MFP, 45ppm A3 mono | Multifunction printer (print, copy, scan), medium workgroup mono A3, 45ppm, 25 000 prints/month | 45 | 25 000 | A3 |
| Mfp8 | MFP, 60ppm A3 mono | Multifunction printer (print, copy, scan), large workgroup mono A3, 60ppm, 40 000 prints/month | 60 | 40 000 | A3 |
| Mfp9 | Production printer, 75ppm A3 mono | Entry-level (light) production printer, mono A3, 75ppm, 80 000 prints/month | 75 | 80 000 | A3 |
| Mfp10 | Production printer, 100ppm A3 mono | High-volume production printer, mono A3, 100ppm, 160 000 prints/month | 100 | 160 000 | A3 |

2. Multifunction Printers, Colour

| Item | Title | Description | Speed (ppm) | Prints/ month ¹ | Paper size |
|--------|---------------------------------------|---|-------------|----------------------------|------------|
| MfpC1 | MFP, colour A4, 20ppm | Multifunction printer (print, copy, scan), entry-level colour A4, 20ppm, 2 500 prints/month | 20 | 2 500 | A4 |
| MfpC2 | MFP, colour A4, 30ppm | Multifunction printer (print, copy, scan), small workgroup colour A4, 30ppm, 5 000 prints/month | 30 | 5 000 | A4 |
| MfpC3 | MFP, colour A4, 40ppm | Multifunction printer (print, copy, scan), medium workgroup colour A4, 40ppm, 10 000 prints/month | 40 | 10 000 | A4 |
| MfpC4 | MFP, colour A4, 50ppm | Multifunction printer (print, copy, scan), large workgroup colour A4, 50ppm, 15 000 prints/month | 50 | 15 000 | A4 |
| MfpC5 | MFP, colour A3, 20ppm | Multifunction printer (print, copy, scan), entry-level colour A3, 20ppm, 10 000 prints/month | 20 | 10 000 | A3 |
| MfpC6 | MFP, colour A3, 30ppm | Multifunction printer (print, copy, scan), small workgroup colour A3, 30ppm, 15 000 prints/month | 30 | 15 000 | A3 |
| MfpC7 | MFP, colour A3, 45ppm | Multifunction printer (print, copy, scan), medium workgroup colour A3, 45ppm, 25 000 prints/month | 45 | 25 000 | A3 |
| MfpC8 | MFP, colour A3, 60ppm | Multifunction printer (print, copy, scan), large workgroup colour A3, 60ppm, 40 000 prints/month | 60 | 40 000 | A3 |
| MfpC9 | Production printer, colour A3, 75ppm | Entry-level (light) production printer, colour A3, 75ppm, 80 000 prints/month | 75 | 80 000 | A3 |
| MfpC10 | Production printer, colour A3, 100ppm | High-volume production printer, colour A3, 100ppm, 160 000 prints/month | 100 | 160 000 | A3 |