

REQUEST FOR TENDER RFP 46/2018

TOWER 1

PRE-PRINTED FORMS SERVICE

BUSINESS REQUIREMENTS SPECIFICATION

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Tower 1

Business Requirements Definition

Pre-Printed Forms Service

1 INTRODUCTION

The business processes related the fulfilment of SARS's objectives remain reliant on the availability of Pre-Printed forms. Technology directions have enabled, and will continue to enable, alternate mechanisms for users to obtain SARS Pre-Printed Forms, such as internet/intranet downloads and self-printing, and hence it is foreseen that the requirement for Pre-Printed Forms will change over the term of the contract. The contract contains terms that provide flexibility to accommodate the changing demand for Pre-Printed Forms while appropriately containing the risk for both SARS and the Service Provider in the event of changes in demand and in changes to the Pre-Printed Forms themselves. The ongoing reliance of the business processes on Pre-Printed Forms is expressed and quantified in the required service levels.

Interface

The business requirements for the Pre-Printed Forms service can be grouped into the following areas: the development of forms; control and management of the Forms library; the printing of static forms; the holding of certain stock levels by the Service Provider; the dispatch of the Forms on order by a SARS to any of the SARS offices including Border posts; and the service management requirements regarding the Pre-Printed Forms service including requirements for reporting, account management and service level management. This document discusses the details of the business requirements in these areas.

1.1 Categories of Pre-printed forms

The detailed specification of each Pre-Printed Form is specified in 1.11

Table 1: Categories of Pre-printed Forms

Category	Description
Category 1	SARS Corporate Documents
Category 2	Books
Category 3	Loose Forms
Category 4	Files
Category 5	Special Printed Forms Requirements
Category 6	Special Ad Hoc Requirements

1.2 Design / Development and safekeeping of Pre-Printed Form Templates

It will be the responsibility of Service Provider to design and develop Pre-Printed Form templates on request by SARS; to ensure the safe-keeping of production templates and those under development, and the software utilised to develop such forms. The following points must be adhered to:

- Software used by Service Provider in the development process and for the final form must be approved by SARS.
- The ownership in the Pre-Printed Form templates and the associated intellectual property vests in SARS. At no stage will such ownership vest in the Service Provider.
- Design and development of Pre-Printed Form templates includes fixed layout of the forms, advice as the aesthetics of the form and practicality of the use of layout.
- All Pre-Printed Form templates designed and developed by the Service Provider will first have to be approved by SARS before implementation i.e. before Service Provider prints the stockholding of such Form and before the destruction of the stockholding of a previous version of the Form.

Certain prerequisite design features apply to the design of Forms and the Service Provider must have the capability to produce such Forms. The actual samples of Pre-Printed Forms made available for inspection by the Bidders in the RFP Data Room should be carefully examined for the quality required by SARS.

Notwithstanding the requirement for the Service Provider to be able to print the listed Forms to the specification the following requirements also apply and the Bidder must confirm having the ability to design, develop and produce:

- Perforations for books where pages are printed in sets and the original needs to be torn out
- Carbon coded paper for books in which pages are printed in sets of two or three copies.
- Wrap around covers for books with carbon coded pages
- Crashed numbering for receipt books

Forms are currently produced in the English language. Forms in other languages may be introduced as and when the need arise as SARS has a language policy that has been developed in 2015 as a result of the introduction of the Language Act with the aim to communicate to taxpayers and citizens in various languages that they are comfortable with. SARS recognises the 11 official languages including Khoi, Nama, San as well as Sign Language. The Service Provider must have the ability to handle any character typesets for these languages and future requirements for different languages in addition providing advice regarding the use and correctness of language.

Proofs of all forms developed or (re)designed by the Service Provider must be approved by SARS prior to the production printing of such forms.

It is the responsibility of the Service Provider to keep a form library updated with all the correct and current versions of Pre-Printed Form templates and to supply SARS with the templates in PDF format or any other format specified by SARS upon request. The Service

Provider is entrusted with the safekeeping of the templates and must take regular backups of the library and store such backup's offsite to ensure recovery in the event of a disaster. This form library and its content is regarded as the property of SARS and at the end of the contract made available to SARS in the format of choice.

The list and specifications of Pre-Printed Forms provided in the RFP may have changed from the date of the RFP issue to the Effective date. Furthermore SARS may during the term add new forms or cease printing existing forms. The price of any additional forms must be aligned with a Pre-Printed Form similar in size and in respect of other characteristics. In the event of the price being dissimilar, SARS reserves the right not to accept the price and pay the price of a similar form (in size, paper type and colours printed). SARS can request once-off printing of pre-printed forms not specified in this RFP.

1.3 Management of stockholding

The Service Provider must maintain the minimum stockholding of a particular form as specified in the **Table 2: Minimum Stockholding of Pre-Printed Forms** below and must replenish the stockholding of any Pre-Printed Form to the Minimum Stock Level for that Pre-Printed Form within the time periods listed in Schedule C: Service Levels in Volume 3.

SARS may at any time, in writing, increase or decrease the minimum stockholding level for a particular form. In the event of SARS decreasing the Minimum Stockholding level, the Minimum Stockholding level prior, decreased by any orders placed by SARS after the Minimum Stock Level was decreased, will apply until the new Minimum Stockholding level is reached. In the event of SARS increasing the Minimum Stockholding, the Minimum Stockholding will apply with immediate effect.

The Service Provider will have to submit, on request, a report of all stockholdings in order for SARS to take this stockholding into account before applying changes to forms.

SARS reserves the right to change the layout of any Pre-Printed Form at any time and expects the Service Provider to effecting the necessary re-design and development changes in a reasonable time period. After a Pre-Printed Form is changed by SARS and SARS has given approval, Service Provider shall invoice SARS for the actual stock held of the previous version of Pre-Printed Forms up to a maximum of the Minimum Stockholding level. Service Provider must recycle the redundant stockholding of the previous version of the form and pass on for SARS's benefit any refund obtained. The Service Provider must provide a report to SARS on a monthly basis detailing the number of form recycled and the refunds obtained for SARS. The replacement of the redundant stockholding of a Pre-Printed Form with the new version of a Pre-Printed Form must be performed prior to the destruction of the redundant stockholding.

Table 2: Minimum Stockholding of Pre-Printed Forms

Categories / Forms	Unit	Minimum Stockholding of Packs	Originating Division
Category 1 - SARS Corporate Documents			
Letterheads	Pack	50	Communications
Roneo master heads	Pack	0	Communications
Envelope with window - 1 colour	Pack	20	Communications
SARS Internal Folders	Pack	66	Communications
SARS Business Cards	Pack	15	Communications
Category 2 - Books			
DA310 – Stop Note	Book	40	Customs
DA322 – Goods Received in State Warehouse	Book	20	Customs
DA103 - Customs and Excise Receipt	Book	30	Customs
DA306 - Application of Release of Goods	Book	20	Customs
Key Register	Book	50	Physical Security – Facilities
Occurrence Book	Book	50	Physical Security – Facilities
Asset Declaration	Book	50	Physical Security – Facilities
Entry Control Register	Book	50	Physical Security – Facilities
Laptop Control Register	Book	50	Physical Security – Facilities
Category 3 - Loose Forms			
DA351 – Gate Pass	Pack	300	Customs
Category 4 - Files			
DA408 Black – Customs and Excise	Pack	10	Customs
DA409 Blue – Customs and Excise	Pack	10	Customs
Category 5 – Special Printed Forms Requirements			
Customs & Excise Note Book	Pack	20	Customs
DA331 – Traveller Declaration	Pack	100	Customs
TCard 01 – Traveller Card	Pack	200	Customs
Category 6 – Special Ad Hoc Requirements			
SADC – Certificate of Origin	Pack	300 000	Customs
Form A – Certificate of Origin	Pack	100 000	Customs
EUR1 – Certificate of Origin	Pack	100 000	Customs
Mercusor – Certificate of Origin	Pack	60 000	Customs

1.4 Printing Quality

The standard and printing quality is critically important to SARS and the Bidder must submit details of the intended printing processes of the forms.

The Bidder must furnish a comprehensive plan relating to the management and control of quality. It will be an added advantage if the Bidder holds an ISO Certification.

It is the responsibility of the Service Provider to ensure forms are printed in accordance with SARS Corporate Standards as determined and communicated by SARS to Service Provider from time to time.

The Service Provider will be held responsible for the delivery of a product of high quality including amongst others, perfect legibility, sharpness of characters and evenness of print on the form. Printed forms deviating from the stipulated standard, for example, skewness in cutting etc. will not be acceptable. These spoils will be returned to the Service Provider and will not be paid for and must be re-printed and re-dispatched at Service Provider's own cost in addition to any penalties that are described in the Service Levels.

1.5 Orders for Pre-Printed forms

Upon the receipt by Service Provider of an official written order from SARS, Service Provider will prepare the order for the transport of the order to the requestor. In preparing the order, Forms must be drawn from the stock held by the Service Provider for Categories 1 thru 6 and in the case of categories 5 and 6; the Service Provider must first print the order and then make arrangements for the transport of the Pre-Printed Forms ordered to the requestor.

The Service Provider must submit an invoice and statement on each official order received from SARS. An invoice must be specified per order with a description, quantity, and price, total exclusive of VAT, VAT and a total. Invoices shall be submitted to the business unit of SARS as directed on the individual official order.

Delivery must be specified separately on each invoice per order and for each destination if the order is for multiple destinations.

1.6 Distribution of Pre-Printed forms

All Pre-Printed Forms ordered are to be packed into cardboard containers to prevent damage during transit and storage.

All delivery packages are to be labelled with:

- Delivery address
- Name of the SARS contact person (person who placed the order)
- Cell phone number of the SARS contact person
- Office telephone number of the SARS contact person.
- Content (Form name)
- Quantity
- Order number
-

The Service Provider will use a courier service to deliver the packages containing Pre-printed forms to the SARS branches. The Service Provider will either be required to use a SARS-nominated courier service or will be required to use a courier service of its own. SARS will inform the Service Provider of which option SARS elects to use. The Service Provider is required to provide pricing for both options as per the pricing instructions. The courier service will collect the packages from the Service Provider's premises.

The delivery packages may be requested to be delivered to any SARS office including border posts. The locations of current SARS offices are at the sites in pricing template TI3.

1.7 Security

To maintain the necessary security of the Pre-Printed Form templates and of the printed material the Service Provider must ensure that the following processes are carried out:

- Electronic storage of Form Templates, regular backup, offsite storage of backups
- Stock control
- Control reports on material printed, in stock to reconcile with order made and satisfied.
- Control reports of orders made and satisfied.

The intended processes and control measures must be approved by SARS and must demonstrate the utmost reliability. SARS reserves the right to inspect and supervise operations from the plant of the Bidder as seen fit at the time, to ensure complete integrity of the processes.

SARS requires that present and future personnel employed by the Service Provider must sign an oath of secrecy in terms of the Income Tax Act and the Value Added Tax Act. The aforementioned includes the personnel employed by sub contractor(s). Bidders are furthermore bound by the provisions of the Protection of Information Act (Act 84 of 1982). The Bidder shall take all reasonable steps to ensure that the employees are made aware of these statutory provisions that these are applied and the application thereof continued after termination of the contract and/or employment contract by the Bidder. SARS furthermore reserves the right to immediately cancel any future contract or close down the working operations that include the shutting down of any equipment and the placing thereof under official seal to later inspect the equipment or enforce penalties available to SARS in the service levels or at law in the event of unauthorised disclosure, usage or selling – be this due to negligence or intent by the Bidder or any other outside source. Any unauthorised disclosure, usage or selling of information could lead to criminal prosecution. Information must be regarded as highly confidential at all times.

1.8 Security Printing Accreditation

A Print Secure security printing accreditation is required to certify that the vendor has the necessary procedures and processes in place to provide a qualified secure printing and finishing service for general security printing subject to the implementation of defined security measures during security runs.

1.9 Disaster Recovery

In the event of a disaster or Force Majeure event, it is imperative that this must not affect the SARS operations. The replenishment of the stockholding (if destroyed by the disaster) and the immediate ability for the Service Provider to continue to satisfy orders placed by SARS within the service levels is a requirement.

The Service Provider is required to develop and maintain a disaster recovery plan and to perform regular testing of the plan as an assurance of its effectiveness. The recovery site must be geographically removed so that it will be operational in the event of a disaster affecting the primary site.

The detailed obligations of the Service Provider listed in the agreement.

1.10 Transition

The Service Provider will be required to have completed the transition the services from the incumbent service provider by the 3rd month of transition. The Service Provider must have completed the setup of all equipment and have completed the take on of the Transition Stock (see definition below) and have stockholding levels of at least the Minimum Stockholding levels of every Pre-Printed Form by the 3rd month of transition. For those Pre-Printed Forms for which no Minimum Stockholding level applies or the Minimum Stockholding level is set at zero (i.e. Pre-Printed Forms that are printed on demand), the Service Provider must have completed test prints and have had such test prints signed off by SARS by the 3rd month of transition.

During the transition of services from the current service provider to Service Provider, the Service Provider will be required to take on any stockholding of Pre-Printed Forms held by the current service provider (the "Transition Stockholding"). SARS will be responsible for any amount owing the current service provider with regard to the Transition Stockholding. Any orders placed by SARS that can be satisfied from the Transition Stockholding must be satisfied from the Transition Stockholding. SARS must not be charged for the Pre-Printed Forms ordered that are satisfied from the Transition Stockholding but Service Provider may only charge for packaging and, if applicable, delivery. If the Transition Stockholding of a Pre-Printed Form exceeds the Minimum Stockholding Level specified for that Pre-printed Form the Minimum Stockholding Level will be deemed to be the Transition Stockholding.

1.11 Pre-Printed Forms Specifications

This section provides information for the specification of each individual form in the specific category. The successful Bidder must have the ability to handle any additional documents or envelopes or changes to the format of documents or envelopes. These documents may include (but are not limited to) booklets, file covers, pads, sheets, labels, books and face value books.

2.1 Letter Heads



2.1.1 Description:

1 Part letterhead

2.1.2 Paper:

White Cartridge, 105gsm

2.1.3 Size:

A4 (Depth: 297mm x Width: 210mm)

2.1.4 Ink:

Blue - Pantone 2955 U
Printed Front only

2.1.5 Packing:

500 sheets per pack shrink wrapped; protective board at top and bottom

2.2 Roneo Master Heads



2.2.1 Description:

1 part letterhead

2.2.2 Paper:

White Laser bond, 80gsm

2.2.3 Size:

A4 (Depth: 297mm x Width: 210mm)

2.2.4 Ink:

Blue - Pantone 2955 U
Printed front only

2.2.5 Packing:

500 sheets per pack shrink wrapped; protective board at top and bottom

2.3 SARS Envelope with Window



2.3.1 Description:

DL Envelope with window

2.3.2 Paper:

White bond, 80gsm

2.3.3 Size:

DL (Depth: 110mm x Width: 220mm)

Window size: Depth: 45mm x Width: 90mm

2.3.4 Ink:

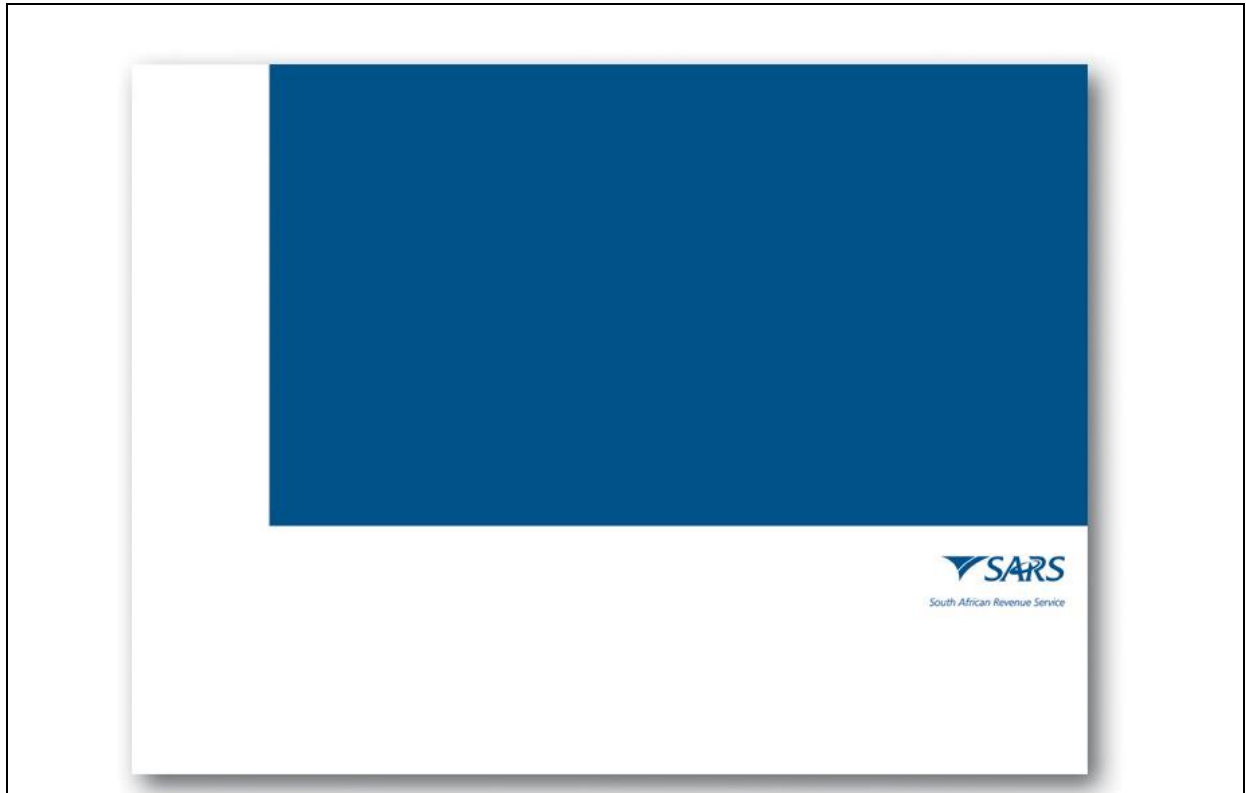
Blue - Pantone 2955 U

Printing 1 colour front and inside of envelope.

2.3.5 Packing:

500 per box

2.4 SARS Internal Folders



2.4.1 Description:

Folder

2.4.2 Paper:

Coated Gloss Art Board, 300gsm

2.4.3 Size:

Open: Depth: 383mm x Width: 515mm

Folded: Depth: 307mm x Width: 220mm

Die cut in flap, not glued

2.4.4 Specification:

Blue –Pantone 2955 C

Printed one side only

3 Scores

Varnished

2.4.5 Packing:

250 files per box

Delivered flat

2.5 SARS Business Cards



2.5.1 Description:

Business cards

2.5.2 Paper:

Magno Matt, 300gsm

2.5.3 Size:

Depth: 50mm x Width: 90mm

2.5.4 Ink:

Blue - Pantone 2955 C

2.5.5 Packing:

200 per pack

3 CATEGORY 2 – BOOKS

3.2 DA310 – Stop note

The image shows a sample of the DA 310 Stop note form. The form is titled 'CUSTOMS AND EXCISE DOEAANE EN AKSEIN Stop note Aanhoudingsbrief'. It includes the following fields and sections:

- Header:** SARS logo, CUSTOMS AND EXCISE DOEAANE EN AKSEIN, DA 310.
- Form Fields:**
 - Name to export (Person):
 - Place of examination:
 - Date:
 - No. of packages contained:
 - Mark van ondersoek:
 - Date Stamp:
 - Examining Officer:
- Table:** A large table with multiple rows for recording 'Mark on packages' and 'Result of examination'.

3.2.1 Description:

4 Part NCR Book

3.2.2 Paper:

Part 1- CB 54 White; Part 2 - CFB 55 White
Part 3 - CFB 55 White; Part 4 - CF 56 White

3.2.3 Finished size of book:

Depth: 297mm x Width: 210mm

3.2.4 Specifications:

Black on Front only
Part 1 plate change; Parts 2, 3 and 4 Common
Down perforation - Parts 1, 2 and 3 only on LHS.

3.2.5 Binding:

Top & Bottom - 048 Chipboard; Wraparound - Emtini Kraft
Blue Cloth on Spine
50 sets per book
Label item code front cover

3.2.6 Packing:

5 books per pack

3.3 DA306 – Application for release of goods

	CUSTOMS AND EXCISE Application for release of goods in terms of section 38(1)(a) of the Customs and Excise Act, Act 91 of 1964	DA 306
Name and address of importer		
Transport document number and date		Ship and voyage number and date
Total number of packages	Customs value	Import permit number and amount
R	R	
Marks, numbers and description of packages and/or container number(s)		Description of goods
DECLARATION I, _____ for _____ (agent) for importer hereby apply for release of the above-mentioned goods in terms of section 38(1) and declares that the particulars herein are true and correct and comply with the provisions of the Customs and Excise Act.		
Date: _____		Signature: _____
Instructions by the importer to Customs and Excise	Endorsements	Place of entry <div style="text-align: right; padding-right: 20px;"> Number and date 999999 </div>

3.3.1 Description:

3 Part NCR Book

3.3.2 Paper:

Part 1- CB 54 White; Part 2 - CFB 55 White; Part 3 - CF 56 White

3.3.3 Finished size of book:

Depth: 297mm x Width: 210mm

3.3.4 Specifications:

Black on Front and reverse all parts; Common plates
Down perforation - Parts 1 and 2 only on LHS.
Crashed number

3.3.5 Binding:

Top & Bottom - 048 Chipboard
Wraparound - Emtini Kraft
Blue Cloth on Spine
50 sets per book
Label item code front cover

3.3.6 Packing:

1 Book per pack

3.4 DA322 – Goods received in State Warehouse

<div style="display: flex; justify-content: space-between; align-items: center;"> <div> CUSTOMER AND DRIVER Goods received in state warehouse </div> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">04 300</div> </div> <p>Name of driver _____</p> <p>Vehicle number _____</p> <p>State received <input type="text"/> State <input type="text"/></p> <p>City No. <input type="text"/></p> <p>Remarks _____</p> <p>Date of receipt _____</p> <p style="text-align: right;">Ship No. _____</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> CUSTOMER AND DRIVER Goods received in state warehouse </div> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">04 300</div> </div> <p>Name of driver _____</p> <p>Vehicle number _____</p> <p>State received <input type="text"/> State <input type="text"/></p> <p>City No. <input type="text"/></p> <p>Remarks _____</p> <p>Date of receipt _____</p> <p style="text-align: right;">Ship No. _____</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> CUSTOMER AND DRIVER Goods received in state warehouse </div> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">04 300</div> </div> <p>Name of driver _____</p> <p>Vehicle number _____</p> <p>State received <input type="text"/> State <input type="text"/></p> <p>City No. <input type="text"/></p> <p>Remarks _____</p> <p>Date of receipt _____</p> <p style="text-align: right;">Ship No. _____</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div> CUSTOMER AND DRIVER Goods received in state warehouse </div> <div style="border: 1px solid black; padding: 2px 5px; font-weight: bold;">04 300</div> </div> <p>Name of driver _____</p> <p>Vehicle number _____</p> <p>State received <input type="text"/> State <input type="text"/></p> <p>City No. <input type="text"/></p> <p>Remarks _____</p> <p>Date of receipt _____</p> <p style="text-align: right;">Ship No. _____</p>
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3.4.1 Description:

5 Part NCR Book

3.4.2 Paper:

Part 1 - CB 54 White; Part 2 - CFB 55 White
Part 3 - CFB 55 White; Part 4 - CFB 55 White
Part 5 - CF 125 gsm Tinted pink one side only

3.4.3 Finished size of book:

Depth: 420mm x Width: 305mm

3.4.4 Specifications:

Black printed front only.
Parts 1, 2, 3 and 5 Common plate; Part 4 Blank.
Part 1 and 5: 3 down perforations
Part 1 and 5: 1 cross perforations

3.4.5 Binding:

Top & Bottom - 048 Chipboard; Wraparound - Emtini Kraft
Blue Cloth on Spine
20 sets per book
Label item code front cover

3.4.6 Packing:

5 books per pack

3.5 DA103 – Customs Excise Receipt

The image shows a sample of the DA103 Customs Excise Receipt form. At the top left is the SARS logo. To its right, the text 'CUSTOMS AND EXCISE' is printed, followed by '???' in a larger font. In the top right corner, a black box contains the text 'DA 103'. The form itself is a structured document with several sections: a header section for 'Licence under item' and 'Licence No.', a section for 'Place' and 'Warehouse No' with a 'Year' field set to '20', a section for 'Name of licensee' and 'Address', a 'Remarks' section, a 'Received the amount of' section with a 'Rand' field set to 'R', and a bottom section for the 'Controller of Customs and Excise' and a 'Date Stamp'.

Licence under item		Licence No.
of Schedule No. 8 to the Customs and Excise Act		
Place	Warehouse No	Year 20
Name of licensee		
Address		
Remarks		
Received the amount of		Rand R
Controller of Customs and Excise		Date Stamp

3.5.1 Description:

2 Part NCR book

3.5.2 Paper:

Part 1 - CB 54 White; Part 2 - CF 56 White

3.5.3 Finished size of book:

Depth: 140mm x Width: 205mm

3.5.4 Specifications:

Black printed front only (common plates)

Part 1: Down perforation on LHS.

Crash numbered in red.

3.5.5 Binding:

Top & Bottom - 048 Chipboard; Wraparound - Emtini Kraft

Blue Cloth on Spine; 100 sets per book

Label item code front cover

3.5.6 Packing:

1 Book per pack

3.6 Key Register



The image shows a 'Keys Register' form from the South African Revenue Service (SARS). The form has a header with the SARS logo and the title 'Keys Register'. Below the header is a table with 10 columns: Date, Initials & Surname, Department, Telephone no., Office, Signature, Time Issued, Time Returned, Security Signature, and Verified TL/SL. The table has 20 rows for data entry.

Date	Initials & Surname	Department	Telephone no.	Office	Signature	Time Issued	Time Returned	Security Signature	Verified TL/SL

3.6.1 Description:

Landscape Book

3.6.2 Paper:

80gms White Bond

3.6.3 Finished size of book:

Depth 210mm x Width 297mm (Landscape)

3.6.4 Specifications:

Two colours (Black and Blue) printed on front and back – common image

Page numbering on one side only; sequential numbering following previous book

3.6.5 Binding:

Wiro-bound on long edge with 1200 micron chipboard front and back cover


200 pages (100 leaves) per book

Label on front cover with book name & number sequence

3.6.6 Packing:

5 packs per book

3.7 Occurrence Book



The image shows a form titled 'SARS Occurrence Book' from the South African Revenue Service. At the top left is the SARS logo and the text 'South African Revenue Service'. To the right of the logo is the title 'Occurrence Book'. Below the title is a line for 'Day of week and date'. The main body of the form is a table with three columns: 'Serial number', 'Time', and 'Nature of occurrence'. The table has 20 rows. The first row is empty, and the remaining 19 rows are for recording occurrences.

Serial number	Time	Nature of occurrence

3.7.1 Description:

Book

3.7.2 Paper:

80gms White Bond

3.7.3 Finished size of book:

Depth 297mm x Width 210mm (Portrait)

3.7.4 Specifications:

Two colours (Black and Blue) printed on front and back – common image
Sequential page numbering, on front of each leaf

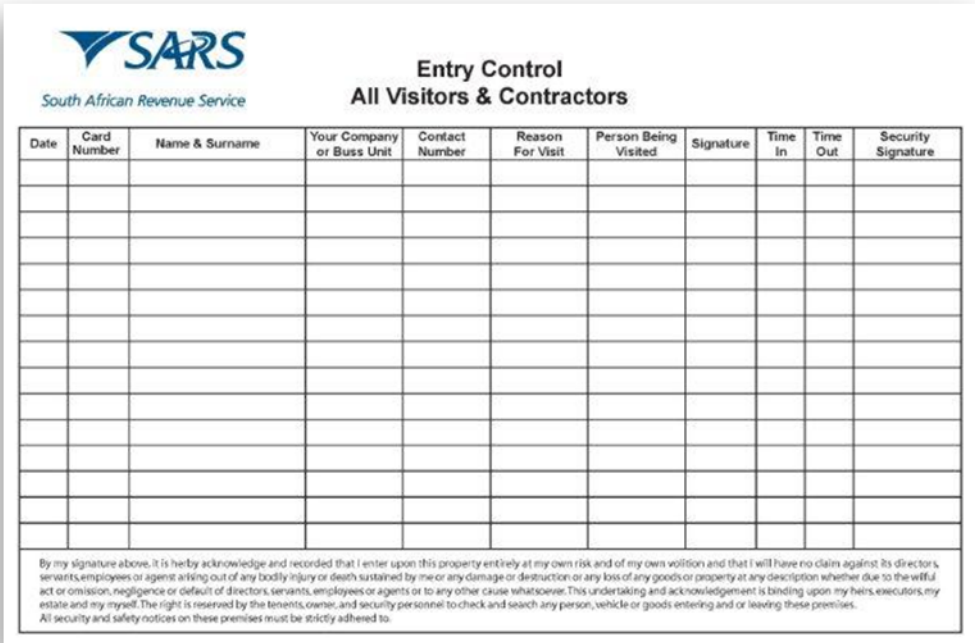
3.7.5 Binding:

Blue cloth on spine at the LHS of the book
End papered and bound top and bottom with 1800 micron Chipboard
304 pages (152 common leaves) per book; 19 section sewn sets of 16 pages, stitched
Book numbered with prefix and label item code on front cover

3.7.6 Packing:

5 packs per book

3.8 Entry Control Register



The image shows a form titled 'SARS Entry Control All Visitors & Contractors'. The SARS logo is at the top left. The form is a table with 11 columns: Date, Card Number, Name & Surname, Your Company or Buss Unit, Contact Number, Reason For Visit, Person Being Visited, Signature, Time In, Time Out, and Security Signature. There are 20 rows for data entry. At the bottom, there is a disclaimer text.

Date	Card Number	Name & Surname	Your Company or Buss Unit	Contact Number	Reason For Visit	Person Being Visited	Signature	Time In	Time Out	Security Signature

By my signature above, it is hereby acknowledged and recorded that I enter upon this property entirely at my own risk and of my own volition and that I will have no claim against its directors, servants, employees or agent arising out of any bodily injury or death sustained by me or any damage or destruction or any loss of any goods or property at any description whether due to the willful act or omission, negligence or default of directors, servants, employees or agents or to any other cause whatsoever. This undertaking and acknowledgement is binding upon my heirs, executors, my estate and myself. The right is reserved by the tenants, owner, and security personnel to check and search any person, vehicle or goods entering and or leaving these premises. All security and safety notices on these premises must be strictly adhered to.

3.8.1 Description:

Landscape Book

3.8.2 Paper:

80gms White Bond

3.8.3 Finished size of book:

Depth 210mm x Width 297mm (Landscape)

3.8.4 Specifications:

Two colours (Black and Blue) printed on front and back – common image

Page numbering on one side only; sequential numbering following previous book

3.8.5 Binding:

Wiro-bound on long edge with 1200 micron chipboard front and back cover

200 pages (100 leaves) per book

Label on front cover with book name & number sequence

3.8.6 Packing:

5 packs per book

3.9 Laptop Control Register

[illegible]

3.9.1 Description:

Landscape Book

3.9.2 Paper:

80gms White Bond

3.9.3 Finished size of book:

Depth 210mm x Width 297mm (Landscape)

3.9.4 Specifications:

Two colours (Black and Blue) printed on front and back – common image

Page numbering on one side only; sequential numbering following previous book

3.9.5 Binding:

Wiro-bound on long edge with 1200 micron chipboard front and back cover

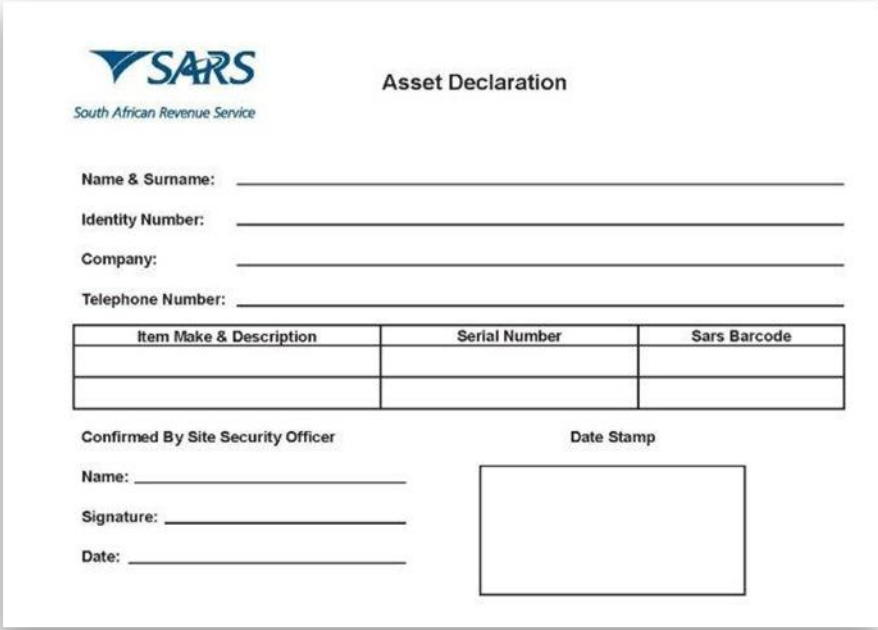
200 pages (100 leaves) per book

Label on front cover with book name & number sequence

3.9.6 Packing:

5 books per pack

3.10 Asset Declaration



The image shows a form titled 'SARS Asset Declaration' from the South African Revenue Service. The form includes fields for 'Name & Surname', 'Identity Number', 'Company', and 'Telephone Number'. Below these is a table with three columns: 'Item Make & Description', 'Serial Number', and 'Sars Barcode'. At the bottom, there are sections for 'Confirmed By Site Security Officer' (with fields for Name, Signature, and Date) and a 'Date Stamp' box.

Item Make & Description	Serial Number	Sars Barcode

3.10.1 Description:

2 Part NCR book

3.10.2 Paper:

Part 1 - CB 54 White; Part 2 - CF 56 White

3.10.3 Finished size of book:

Depth: 297mm x Width: 210mm (Portrait)

3.10.4 Specifications:

2 colours (Black and Blue) on front only; common images on both parts

Form numbering (Sequential) on each form (2 forms per page)

Perforation on part 1 only: down on LHS; horizontal midway (2 forms per page); part 2 fast

3.10.5 Binding:

Wraparound from back; Blue cloth on spine at LHS

Bottom 048 Chipboard / Top Emtini Kraft wrap-around, with shield

100 leaves; 50 double sets per book (2 forms per page)

Book numbered with prefix and label item code on front cover

3.10.6 Packing:

5 books per pack

4 CATEGORY 3 – LOOSE FORMS

4.1 DA351 – Gate Pass

The image shows a DA351 Gate Pass form, which is a vertical document. At the top left is the SARS logo. To its right, it says 'C & E D & A DA 351 Hekpas Gate pass'. The form is divided into several sections with input fields:

- Voertuig / Vehicle:** Fields for 'Fabrikaat / Make', 'Reg. Nr. / Reg. No.', and 'Masjien / Engin No.'.
- Karavaan of sleepwa / Caravan or trailer:** Fields for 'Reg. Nr. / Reg. No.' and 'Getal persone / Number of persons'.
- Paspoortbeheer / Passport control:** A large rectangular box with the text 'Datumstempel / Date stamp' in the center.
- Doeane en aksyns / Customs and excise:** A large rectangular box with the text 'Datumstempel / Date stamp' in the center.

4.1.1 Description:

1 part gate pass

4.1.2 Paper:

Bond White, 80gsm

4.1.3 Size:

Depth: 210mm x Width: 75mm

4.1.4 Ink:

Blue – Pantone 2955 on front only

4.1.5 Packing:

500 sheets per pack

5 CATEGORY 4 – LOOSE FORMS

5.1 DA408 – File

The image shows a DA408 File form, a customs and excise document. The form is light beige with a black header bar at the top. The header bar contains the SARS logo, the text 'CUSTOMS AND EXCISE DOORSE EN AKSYNS', and the form number 'DA 408'. Below the header, there are several sections for data entry. The first section is for 'FILE No. / LEER Nr.' with a large arrow pointing to a box. The second section is for 'SUBJECT / ONDERWERP' with a large box for text. The third section is for 'Warehouse Number / Pakhuisnummer' with a box. The fourth section is for 'Correspondence from / Korrespondensie van' with a box and a 'To / Tot' label. The fifth section is for 'Disposal / Beskikking' with a box. The sixth section is for 'Ad Valorem Excise duty items / Ad Valorem Akynsregitem's' with a box. There are also smaller boxes for 'FILE No. / LEER Nr.' and 'Vol.' on the left side of the form.

5.1.1 Description:

Folder

5.1.2 Paper:

Kraft Milano, 180gsm

5.1.3 Size:

Open - Depth: 325mm x Width: 685mm

Folded - Depth: 325mm x Width: 230mm

5.1.4 Specifications:

Black printed on front only

2 scores

5.1.5 Packing:

250 files per pack

Files supplied flat

5.2 DA409 – File

The image shows a DA409 File form, a customs and excise document. It features a blue header with the SARS logo and the text 'CUSTOMS AND EXCISE DEKANE EN AKSYNS'. The form is divided into several sections for data entry, including 'FILE NO. / LEER No.', 'SUBJECT / ONDERWERP', 'Warehouse Number / Pakhuisnommer', 'Correspondence from / Korrespondensie van', 'Disposal / Beskikking', and 'Ad Valorem Excise duty items / Ad Valorem Akasynsregitems'. There are also fields for 'To' and 'Tot'. The form is designed for filing and is supplied flat.

5.2.1 Description:

Folder

5.2.2 Paper:

Kraft Milano, 180gsm

5.2.3 Size:

Open - Depth: 325mm x Width: 685mm
Folded - Depth: 325mm x Width: 230mm

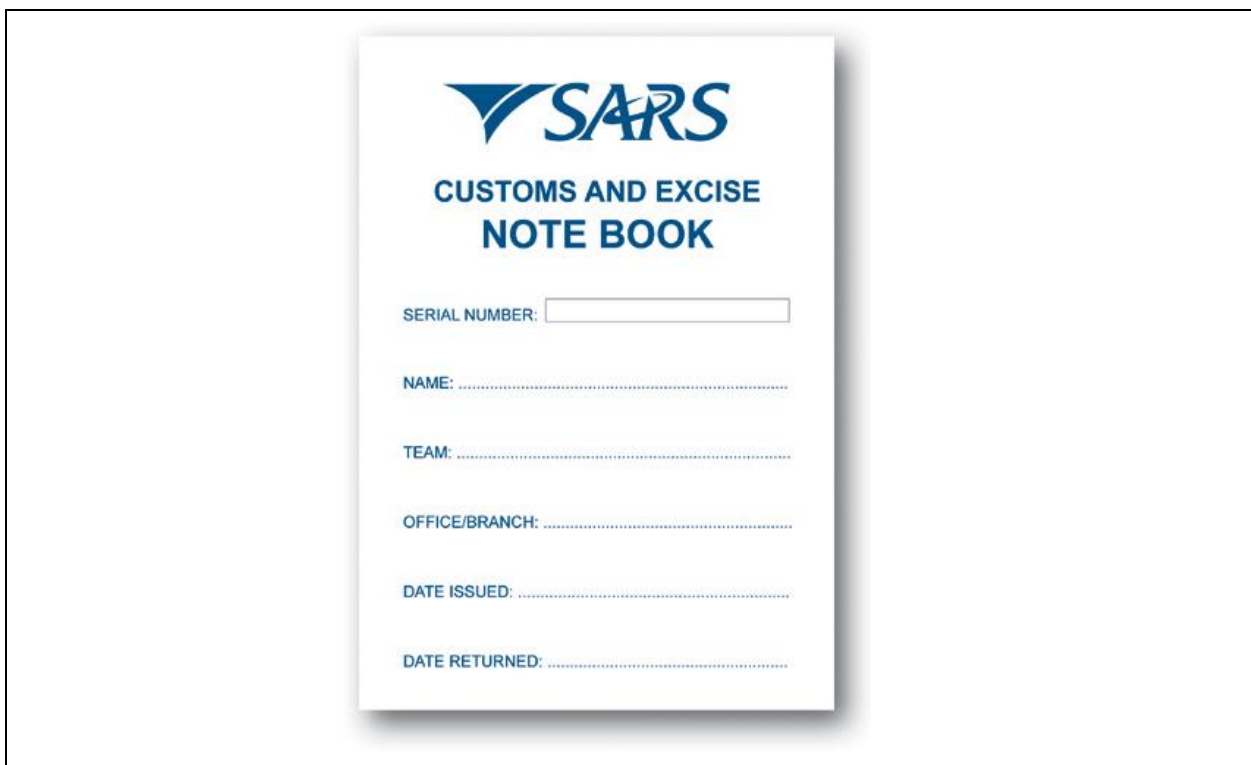
5.2.4 Specifications:

Blue Pantone 294U
2 scores

5.2.5 Packing:

250 files per pack
Files supplied flat

6.1 Customs & Excise Notebook



6.1.1 Description:

Notebook

6.1.2 Paper:

Cover: 240gsm Eltoro board

Inside pages: Bond 80gsm

6.1.3 Size:

Open - Depth: 145mm x Width: 210mm

Folded - Depth: 145mm x Width: 105mm

6.1.4 Specifications:

Cover: Blue – Pantone 2955 U printed one colour on front only

Inside pages: Blue – Pantone 2955 U printed one colour on front and reverse

Saddle stitch at head – 2 staples per note book

Page changes (numbered 1-20) – 20 pages

6.1.5 Packing:

5 books per pack shrink wrapped

6.2 DA331 – Traveller Declaration

REPUBLIC OF SOUTH AFRICA
TRAVELLER DECLARATION DA 331
 Customs and Excise Act 91 of 1964

Use capital letters and where applicable mark with an X
 Please read the notes carefully and ensure that you complete ALL fields applicable to your mode of transport
 Please retain this form for your return journey

☐ Inbound ☐ Outbound

Surname: _____
 First name(s): _____
 Nationality: _____
 Passport number: _____
 ID number (if known): _____
 Duration of visit: _____ days
 Frequent Traveller: ☐

Mode of Transport:
☐ Air ☐ Sea ☐ Rail ☐ Road

Flight, voyage or vehicle registration number: _____

To be completed by driver of vehicle only:
 Owner: _____
 Make of Vehicle: _____
 Value: R _____
 VIN / Chassis no: _____
 Carnet Number (if applicable): _____
 Passengers: _____ (State how many)

Purpose of travel:
 Holiday ☐ Business ☐ Study ☐
 Crew ☐ Immigration ☐ Diplomatic ☐
 Employment ☐ Other (specify): _____

Please turn over →

SARS
 At Your Service
 Letsoa La SARS, 299 Brookhurst Drive, New Muckleneuk, 0161.
 Private Bag X323, Pretoria, 0001, South Africa
 Web: www.sars.gov.za
 Call Centre Number 0800 12 12 18

6.2.1 Description:

1 Part folded DL form

6.2.2 Paper:

80gsm Bond

6.2.3 Size:

Open: Depth: 210mm x Width: 297mm
 Folded: Depth: 210mm x Width: 99mm
 Roll Folded to DL

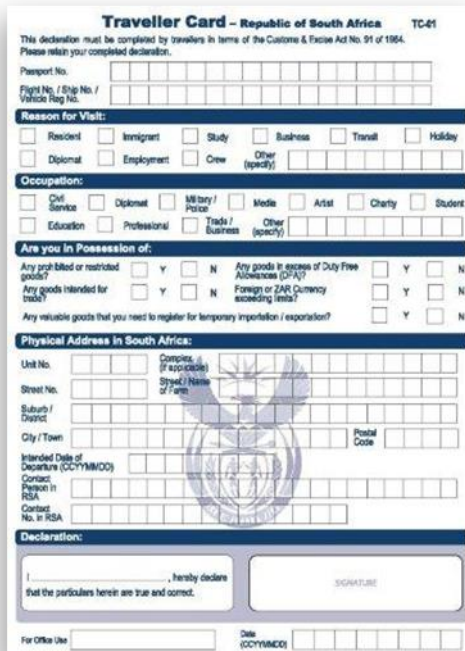
6.2.4 Specifications:

Blue – Pantone 2955U printed one colour on front and reverse
 Perforation: 1 cross

6.2.5 Packing:

500 per box

6.3 TCard 01 – Traveller Card



The image shows a 'Traveller Card - Republic of South Africa' form, designated as TC-01. It is a declaration form for travelers, governed by Customs & Excise Act No. 91 of 1964. The form includes sections for:
- Personal details: Passport No., Flight No. / Ship No. / Vehicle Reg No.
- Reason for Visit: Resident, Immigrant, Study, Business, Transit, Holiday, Diplomat, Employment, Crew, Other (specify).
- Occupation: Civil Service, Diplomat, Military/Police, Media, Artist, Charity, Student, Education, Professional, Trade/Business, Other (specify).
- Goods Declaration: Questions about prohibited/restricted goods, goods for trade, and dutiable goods.
- Physical Address in South Africa: Unit No., Street No., Suburb/District, City/Town, and Postal Code.
- Declaration: A statement where the traveler declares the truthfulness of the information.
- Footer: Fields for 'For Office Use' and 'Date (CCYYMMDD)'.

6.3.1 Description:

Card

6.3.2 Paper:

300gsm Matt Art Board

6.3.3 Size:

170mm wide x 122mm deep

6.3.4 Specifications:

Printed 4 spot colours on back and 2 common spot colours on front

6.3.5 Packing:

2,750 per carton; shrink-wrapped in 250s

7 CATEGORY 6 – SPECIAL AD HOC REQUIREMENTS

7.1 SADC – Certificate of Origin

7.1.1 Description:

3 Part NCR security snap set document

7.1.2 Paper:

Part 1 – CB79 White; Part 2 – CFB55 White; Part 3 – CF56 White

7.1.3 Size:

Depth: 311mm x Width: 203mm

7.1.4 Specifications:

Part 1 front – Printed Black, SADC Blue (Match), Chemical Solvent Yellow and Invisible UV

Part 1 reverse – Printed Black, Thermochronic ink in black (Heat)

Part 2 – Printed Black, front only

Part 3 – Printed Black, front and reverse

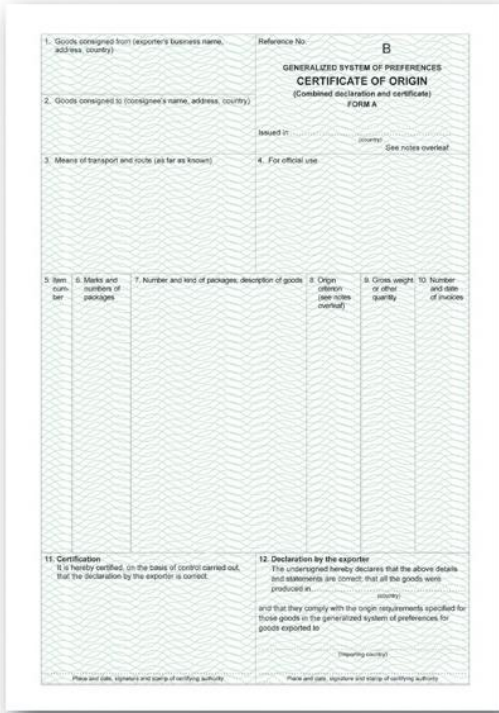
Perforation – 1 Down on all parts; Crash numbered in Black with prefix

Black front plate common; Reverse plate changes

7.1.5 Packing:

250 per pack shrink wrapped

7.2 Form A – Certificate of Origin



The image shows a sample of Form A, a Certificate of Origin, which is part of the Generalized System of Preferences (GSP). The form is titled "GENERALIZED SYSTEM OF PREFERENCES CERTIFICATE OF ORIGIN (Consolidated declaration and certificate) FORM A". It is divided into several sections for data entry:

- 1. Goods consigned from (exporter's business name, address, country):** A large text area for the exporter's details.
- 2. Goods consigned to (consignee's name, address, country):** A large text area for the consignee's details.
- 3. Means of transport and route (as far as known):** A large text area for transport details.
- 4. For official use:** A section for official use, including a "Issued in" field and a "See notes overleaf" instruction.
- 5. Item number:** A column for item numbers.
- 6. Marks and numbers of packages:** A column for marks and numbers.
- 7. Number and kind of packages, description of goods:** A column for package and goods details.
- 8. Origin criterion (see notes overleaf):** A column for origin criteria.
- 9. Gross weight or other quantity:** A column for weight or quantity.
- 10. Number and date of invoice:** A column for invoice details.
- 11. Certification:** A section for certification, including a "Certified" field and a "Declaration by the exporter" section.
- 12. Declaration by the exporter:** A section for the exporter's declaration, including a "Declaration" field and a "Declaration by the exporter" section.

The form is printed on a light green background with a watermark pattern. It includes fields for "Place and date, signature and stamp of certifying authority" at the bottom.

7.2.1 Description:

1 part security form

7.2.2 Paper:

RSA Watermark paper 95gsm

SARS to supply paper in rolls, 436mm width

7.2.3 Size:

Depth: 297mm x Width: 210mm

7.2.4 Specifications:

Front – Printed Black, Green Pantone 347U

Reverse – Printed Black

Numbered in Black

7.2.5 Packing:

2000 per box

7.3 EUR1 – Movement Certificate

7.3.1 Description:

3 Part NCR security snap set

7.3.2 Paper:

Part 1 – RSA Watermark paper 95gsm;
 Part 2 – 58gsm self-contained action;
 Part 3 – 58gsm self-contained action
SARS to supply paper in rolls, 436mm width

7.3.3 Size:

Depth: 315mm x Width: 216mm

7.3.4 Specifications:

Part 1 front – Printed Black, Green chemical Solvent 389
 Part 1 reverse – Printed Black, Black Thermocromic patch in top right corner
 Part 2 – Printed Black, front and reverse
 Part 3 – Printed Black, front and reverse; No plates common
 Crash numbered in Black
 Perforation: 1 down on all parts

7.3.5 Packing:

500 sets per box

7.4 MERCUSOR – Certificate of Origin

SACU - MERCOSUR CERTIFICATE OF ORIGIN

1. Exporter (Name, full physical address and country):		N° A	
SACU - MERCOSUR		2. CERTIFICATE OF ORIGIN USED IN PREFERENTIAL TRADE BETWEEN SACU - MERCOSUR	
3. Consignee (Name, full physical address and country):		(Insert the appropriate countries between which the products are traded):	
SACU - MERCOSUR		4. Includes products subject to tariff rate quota (1): <input type="checkbox"/> YES <input type="checkbox"/> NO	
6. Do the under-mentioned products originate in a free zone? (2)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Transport details:		7. Remarks:	
SACU - MERCOSUR		SACU - MERCOSUR	
8. Item number, marks and numbers; number and kind of package; description of goods:		9. Gross weight (kg) or other measure (no., litres, m ³ , etc.):	
SACU - MERCOSUR		SACU - MERCOSUR	
10. Invoice number(s) and date(s):		(Insert date and stamp)	
11. DECLARATION BY THE EXPORTER I, the undersigned, declare that the goods described above meet the conditions required for the issue of this certificate. Place: _____ Date: _____ SACU - MERCOSUR (Signature)		12. CERTIFICATION BY THE CUSTOMS OR COMPETENT AUTHORITY The declaration by the exporter has been verified and found to be in compliance with requirements of Annex III. Export document number and date: _____ Customs or competent authority office and country of issue: _____ SACU - MERCOSUR (Signature)	

ORIGINAL

(1) Insert X in the appropriate box.
(2) If goods are not packed, indicate number of articles or state "in bulk" as appropriate.
(3) Includes the tariff classification of the goods.

7.4.1 Description:

3 Part NCR security snap set document

7.4.2 Paper:

Part 1 – CB79 White; Part 2 – CFB55 White; Part 3 – CF56 White

7.4.3 Size:

Depth: 311mm x Width: 203mm

7.4.4 Specifications:

Part 1 front – Printed Black, MERCUSORDC Blue (Match), Chemical Solvent Yellow and Invisible UV

Part 1 reverse – Printed Black, Thermochronic ink in black (Heat)

Part 2 – Printed Black, front only

Part 3 – Printed Black, front and reverse

Perforation – 1 Down on all parts; Crash numbered in Black with prefix

Black front plate common; Reverse plate changes

7.4.5 Packing:

250 per pack shrink wrapped

8 TABLE OF ABBREVIATIONS AND DEFINITIONS

Brochure	Booklet
Form	Any form, insert, brochure, book or any other type of printing SARS deems necessary
Group Occurrences	A group of paragraphs printed more than once in the same form with different data
ISO	International Standards Organisation
Pre-printed Forms	Files/forms/books printed and bound for manual use in the branch offices
Specification	SARS document stipulating the requirements for a Form