



**REQUEST FOR PROPOSAL FOR THE SUPPLY OF THE SRA PRINTED  
STATIONERY.**

**For**

**THE SWAZILAND REVENUE AUTHORITY**

**RFP No:** SRA 2018/001

**RFP Name:** SRA Pre-Printed Stationery

**Tender Closing Date:** Friday, 2 March, 2018

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## **SECTION A - INTRODUCTION**

**Tenderers are requested to complete their proposals following the outline indicated in this document:**

### **1. BACKGROUND**

The Swaziland Revenue Authority (SRA) is a semi-autonomous revenue administration agency which has taken over this responsibility from Government.

The Authority acts within the broad framework of Government but outside of the Civil Service structures. The SRA was founded through the Revenue Authority Act No. 1 of 2008 and was duly declared operational on the 1st of January 2011.

Initially the entity has taken over the Government Departments of Taxes and that of Customs and Excise, and will gradually takeover the administration of other Revenue related Laws as set out in the founding Act.

This Tender is for the Supply of the Swaziland Revenue Authority Printed stationery. Tenderers are requested to complete their proposals following the outline indicated in this document and by inserting their pricing on the listing template as attached in section F of this document.

#### **Participating Companies**

All interested companies that have relevant experience and capacity to supply the goods or services as specified.

## **SECTION B: SCOPE OF TENDER**

The primary objective of this RFP is to select a vendor that will supply SRA printed stationery as specified in Annexure A by entering into a supply contract that will be for a period of twelve months. However, SRA reserves the right to award the tender to more than one (1) supplier. SRA's goal is to create and implement a relationship with the selected supplier(s) based on mutual benefits and long term advantages that are reasonable to both parties. Commitment to after sales service and support by the selected vendor is of utmost importance.

## **SECTION C: TERMS AND CONDITIONS OF TENDER**

1. The SRA is seeking reliable, financially stable vendors who can meet its stringent cost, quality and service requirements.
2. The tender document as well as all other correspondence and documents relating to the tender exchanged by the tenderer and the SRA, shall be written in the English language.
3. Tenderers should double check the prices quoted for accuracy before submitting their tender documents. Under no circumstances will the SRA accept any request for price adjustment on grounds that a mistake was made in the tendered prices.
4. To assist in the examination, evaluation and comparison of tenders, the SRA may, at its discretion, ask the tenderer for a clarification on any part of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
5. By submission of the tender, the Tenderer implicitly certifies that:
  - the prices in the tender have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or competitor;
  - Unless otherwise required by law; the prices quoted in the tender have not knowingly been disclosed by the Tenderer and will not knowingly be disclosed, directly or indirectly, to any other Tenderer or competitor until he has been informed of the results of the Tender.
  - no attempt has been made or will be made by the Tenderer to induce any other tenderer or competitor to submit or abstain from submitting a tender for the purpose of restricting competition.
6. The SRA does not bind itself to accept the lowest or any tender nor give any reason for the acceptance or rejection of a tender. The SRA may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.
7. Acceptance or rejection of tender offer will be communicated by a formal acceptance or rejection letter sent by fax, email and or normal post, directly to the tenderer. An acceptance by such letter will not mean the SRA is binding itself to an agreement. The SRA shall only be bound under the agreement once the terms and

conditions of the contract are agreed between the parties. Failure to agree thereto for a period exceeding thirty (30) days will render the whole tender transaction *void ab initio*.

8. The offers shall be deemed to be under consideration immediately after the tender closing date until the SRA makes an official award of contract. Whilst the offers are under consideration, Tenderers and or their representatives or other interested parties are advised to refrain from contacting the SRA by any means. If necessary, the SRA will obtain further clarifications on the offers by requesting for such information from any or all the tenderers, either in writing or through personal contacts, as may be considered necessary. The SRA reserves the right to eliminate from the evaluation a tenderer contravening this provision.
9. Tenderers will not be permitted to change the substance of their offers after the tender box has been opened. Tenders may modify or withdraw their bids after submission, provided that written notice of the modification is received by the SRA prior to the deadline for its submission. A withdrawal notice may also be sent to [procurement@sra.org.sz](mailto:procurement@sra.org.sz), but followed by a signed confirmation copy. The changes or modifications shall be initialled in black ink.

No Bids may be modified after the deadline for submission of Bids.

No Bids may be withdrawn in the interval between the deadline for submission of Bids and the expiration of its validity.

10. SRA reserves the right to modify, or change the specifications or even cancel the tender before the tender opening and such modifications or changes will be communicated to the tenderers in advance as and when decided.
11. Participation in this tender process, or in relation to any matter concerning the tender, will be at the tenderer's sole risk, cost and expense. SRA will not be responsible in any circumstance for any costs or expenses incurred by any tenderer in preparing or lodging a tender or in taking part in the tender process or taking any action related to the tender process.

12. Signed tender documents must be submitted by placing them in a suitably large envelope which must be sealed so as to ensure the contents cannot fall out or be viewed without opening the envelope and it must be marked **REQUEST FOR PROPOSAL FOR THE SUPPLY OF THE SRA PRINTED STATIONERY**.
13. Nothing shall prevent the SRA from conducting a diligence search of the business of the Tenderers.
14. Each page of the offer must be numbered consecutively, bear the tender number, signed and stamped by the Tenderer at the bottom. A reference to the total number of pages comprising the offer must be made at the top right hand corner of the first page.
15. The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialled by the person or persons signing the tender.
16. **Tenders submitted by Fax, Telex or e-mail will not be accepted.**
17. Completed Tender documents must be placed in the Tender Box situated at the **Swaziland Revenue Authority, Ground Floor Reception, 2<sup>nd</sup> Building, Mbabane Office Park before 12h00 Noon on Friday, 2<sup>nd</sup> of March, 2018.**
18. Tenders or any part thereof received after the stipulated closing date and time will not be accepted. No tender may be modified after the deadline for submission of tenders.
19. Tenders will be opened from 12h01pm on the date of closing at the SRA Meeting Room, 1<sup>st</sup> Floor, 2<sup>nd</sup> Building, Mbabane Office Park. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date.  

The bid price will be read and recorded in the presence of all the Tenderers or their representatives present during the opening. However, tenders may be opened even if Tenderers or their representatives are not present at the scheduled time. Each Tenderer and the eventual contract holder agree to be bound by the laws of Swaziland and shall be subject to the Courts of the country. Each Tenderer shall indicate a place in Swaziland and specify it in the Tender as his domicilium, where all notifications may be served on him.
20. The SRA requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows;
  - 20.1 **“corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a company official in the procurement process or in contract execution; and

20.2 **“fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of SRA, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive SRA of the benefits of free and open competition; SRA will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being blacklisted from procurement at SRA.

20.3 Tenderers and their officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Tenderer or any other person in relation to the preparation or submission of tenders. In addition to any other remedies available under any law or any contract, the SRA may at its sole discretion immediately reject any tender submitted by a tenderer that engaged in any collusive tendering, anti-competitive conduct or any other similar conduct with any other tenderer or any other person in relation to the preparation or submission of Tenders.

20.4 Any collusion amongst Tenderers or between Tenderers and SRA personnel is forbidden and discovery of any such act will disqualify the Tenderer(s) and result in disciplinary action against the SRA employee.

The tender, or contract if it has been concluded already, will be declared invalid if SRA determines that the Tenderer, or any person acting on his behalf, has offered, promised or given a bribe, gift or other inducement to an officer or employee of SRA with the intention of influencing the award of the contract.

20.5 The tenderers must disclose, if they or any of their sub-contractor(s):

- are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- Have been convicted of any offence relating to professional misconduct.
- Has not fulfilled any obligations relating to the payment of taxes in Swaziland.
- Disclosure extends to any company in the same group of a tenderer (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the tenderer is associated, in respect of this tender).

21. The Tenderer should provide satisfactory evidence acceptable to SRA to show that:
  - 21.1 It is a reputable company who has adequate technical knowledge, professional qualification, and wide experience in performing project management services.
  - 21.2 It has adequate financial stability and status to meet the stipulations under the contract. It is financially solvent and without current judgments or any other financial background which could prevent it from operating bank accounts, raising finance and conducting other activities which are essential to the running of a business.
  - 21.3 It has an adequately qualified and experienced team assigned for the work under this tender.
22. The tender shall remain valid and open for acceptance by SRA for not less than ninety (90) days after the submission of tenders.
23. A tender document submitted by a joint venture (JV) of two or more companies must be accompanied by a document forming the joint venture; duly registered and authenticated by a notary public or other official deputed to witness sworn statements, in which precisely defined the conditions under which the joint venture will function, its period of duration, the persons authorized to represent it and obligated thereby, the participation of the several companies forming the joint venture, and any other information necessary to permit a full appraisal of its function. The JV agreement should be submitted with the tender documents.
24. Tenderers are advised to provide all relevant information as required.
25. Any document submitted in reply to the Invitation to Tender shall become the property of the SRA. SRA will use commercially confidential or proprietary information solely for the purpose of the evaluation of tenders and the selection of a suitable contractor.
26. Figures should not be altered or erased; any alteration should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Tenderer in ink.
27. Arithmetical errors will be rectified only if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity. In such case, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, his tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

28. SRA will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender documents and who has offered the best evaluated tender price, provided that, such tenderer has demonstrated the capability and resources to complete the contract, and has offered the appropriate equipment and experienced personnel for the intended operation.
29. Tenderers must provide the following information in two sets; one in hard copy and the other in a soft copy (scanned format); the technical and financial
- A. Company profile.
  - B. A certified Copy of Tax Compliance Certificate.
  - C. A certified copy of Trading License.
  - D. A certified copy of labour compliance certificate
  - E. A certified copy of Form j and Form C
  - F. Police clearance for company directors
  - G. A copy of the Tenderers Company audited annual financial statements for the past three (3) years or since inception.
  - H. Names and Contact Details of at least three (3) reference customers
  - I. Completed Price Listing as per Section F of the Tender Document.
  - J. Statement of Joint Ventures/Partnerships (if any)

**Proposals must be submitted in two separate envelopes**

30. If the tenderer has any doubts as to the meaning of any portion of this document, he should set out in his covering letter the interpretation on which he relies.
31. The onus is on tenderers to furnish sufficient information for a full technical and financial evaluation of offers.
32. The SRA reserves the right at any point of the tender process, to disqualify any non-compliant tender proposal (i.e. proposals failing to meet the terms of these instructions) received;
33. The SRA reserves the right to require a performance guarantee for any upfront payment required by the vendor.
- 34. Tender prices must clearly reflect separately all taxes to be charged.**
- 35. An appointment for items viewing ,Clarification and queries in connection with the Tender or the Invitation to Tender shall be submitted in writing to: [procurement@sra.org.sz](mailto:procurement@sra.org.sz) or call the Procurement officers at 76063067 and 76063161 on or before 16<sup>th</sup> February 2018.**

## **SECTION D : TENDER EVALUATION PROCESS AND CRITERIA**

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria:

There are six components in the tender evaluation process, five of which are non-financial and the last one being financial. These are set out below:

### **Please note the following:**

- A tender which obtains less than 50% of the total points allocated to Criteria 1
  - Responsiveness to Tender Assessment shall be deemed to be non-responsive and eliminated from further evaluation.
- A tender which obtains less than 70% of the total points allocated to Criterion 2 to 5, Resources and Capability Assessment, Technical Assessment, Risk Assessment, and Promotion of Swazi Business; shall be deemed to be non-responsive and eliminated from further evaluation.

### **1. Responsiveness of Tender Assessment**

This will determine whether:

- all required documentation and information has been submitted;
- all the tenders have been appropriately signed and authorised;
- the document has been submitted in the correct format; and
- The correct number of legible copies has been submitted.

### **2. Resources and Capability Assessment**

This will address the experience of the Tenderer as well as the capability and qualifications of the key personnel who will be operating under the contract, including the management and supervisory back up. Where appropriate, reference checks are essential and must cover aspects such as:

- a. The Tenderer's track record: i.e. past performance of similar contracts; industry knowledge;
- b. The availability of trade references (A list of at least three suitable references is to be provided to support this process);
- c. Tenderers financial capability to undertake project of this magnitude (ascertained through a three years audited financial statement. Adherence to quality standard (i.e. ISO9000 quality management certification)

### **3. Technical Assessment**

The technical assessment will establish whether the tender meets the requirements set out in the specification and, if not, the significance of any variation from that specification.

### **4. Risk Assessment**

The assessment will establish all risk factors which may be prejudicial to the SRA and performance of the contract. This may include ascertaining the integrity and general conduct in business dealings, professional conduct of the tenderer's directors and senior management; compliance with the law and encumbrances which may hinder due performance under the contract. This may involve investigations into whether any of the directors and senior managers have criminal records in connection with corruption, fraud, theft or forgery; financial track record of the tenderer, etc.

### **5. Promotion of Swazi Business**

This criterion shall determine the extent to which ownership of the business is vested in Swazi citizens and/or the extent to which the Tenderer will:

- a. Encourage Swazi citizens to be involved in business;
- b. Improve levels of Swazi citizens' participation in SRA business;
- c. Enhance economic development for Swazi citizens;
- d. Increase the numbers and types of Swazi business activities in the area;
- e. Promote opportunities for employment of Swazi citizens and
- f. Promote business enterprise development for Swazi citizens.

Where the scope of the works is of a highly specialised nature or the successful Tenderer is non-Swazi, the SRA shall negotiate with the successful Tenderer to sub-contract or partner with a service provider who is a Swazi citizen.

## 6. Financial Criteria

This will be based on the following:

- Unit Pricing / Costs for each commodity in Emalangeni
- Payment terms and Conditions
- Clear reflection of taxes

***Tender prices must clearly reflect separately all taxes to be charged.***

## EVALUATION CRITERIA AND WEIGHTINGS

Non Price Elements: Criteria and weightings are summarised below;

Criteria Elements and Weightings	Weightings Total
<p><b>1. Responsiveness of Tender</b></p> <ul style="list-style-type: none"> <li>• all required documentation and information has been submitted;</li> </ul> <p>The following weightings shall apply:</p> <ul style="list-style-type: none"> <li>A. Checklist as attached in Section E of this document. (1)</li> <li>B. Company profile (1)</li> <li>C. Financial proposal (1)</li> <li>D. Certified Copy of Valid Tax Clearance Certificate (2)</li> <li>E. Certified Copy of Valid Trading License (1)</li> <li>D. Certified copy of labour compliance certificate(1)</li> <li>F. Certified copy of form J and form C (2)</li> <li>G. Police clearance for company directors (1)</li> <li>H. Company audited annual financial statements for the past 3 years or since inception. (1)</li> <li>I. Names and contact details of at least three reference customers (1)</li> </ul> <ul style="list-style-type: none"> <li>• all the tender documents have been appropriately signed and authorised; (1)</li> <li>• the document has been submitted in the correct format; (1)</li> <li>• The correct number of legible copies has been submitted. (1)</li> </ul>	15
<p><b>2. Resources and Capability</b></p> <ul style="list-style-type: none"> <li>• Reputation/brand/size of Tenderer; (10)</li> <li>• Delivery timelines, (5)</li> <li>• Financial capacity to supply the products [based on audited financial statements]; (5)</li> <li>• Trade references ( written letters) (5)</li> </ul>	25

<p><b>3. Technical Capability</b></p> <ul style="list-style-type: none"> <li>• Quality of the product/service, i.e. extent to which it meets tender specification or scope. (10)</li> <li>• Post service support / after sales service; (10)</li> </ul>	20
<p><b>4. Risk Assessment</b></p> <ul style="list-style-type: none"> <li>• All risk factors which may be prejudicial to SRA and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects; (2)</li> <li>• Size of the tender in relation to the size of the company in order to determine the ability to complete the tendered works; (2)</li> <li>• Ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management; (2)</li> <li>• Compliance with the law; e.g. tax laws (2)</li> <li>• Circumstances which may expose SRA and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or forgery by the contractor's directors and management etc. (2)</li> </ul>	10
<p><b>5. Swazi Business Promotion</b></p> <ul style="list-style-type: none"> <li>• Degree to which ownership of business vests with Swazi citizen; (5)</li> <li>• Degree to which business is managed by Swazi citizen. (5)</li> <li>• Extent to which the Tenderer will: <ul style="list-style-type: none"> <li>– Encourage more Swazi citizens to be involved in business;</li> <li>– Encourage the impartation of technical and business skills to Swazi citizens;</li> <li>– Improve levels of Swazi citizens participation in SRA business;</li> <li>– Promote opportunities for employment of Swazi citizens; (5)</li> </ul> </li> </ul>	15
<p><b>6. Financial</b></p> <ul style="list-style-type: none"> <li>• Pricing / Costs for each commodity in Emalangeni (10)</li> <li>• Payment terms &amp; conditions (2)</li> <li>• Clear reflection of all taxes to be charged(3)</li> </ul>	15

**SECTION E : SUBMISSION CHECKLIST**

<b>REQUIREMENT</b>	<b>AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)</b>
A. Company profile	
B. A certified copy of a Trading Licence	
C. A certified copy of Tax Compliance Certificate	
D. A certified copy of labour compliance	
E. A certified copy of form J and form C	
F. Police clearance for company directors.	
G. A copy of the tenderers audited financial statements for the past three years or since inception	
H. Names and contact details of at least three (3) reference customers	
I. Completed Price Listing as per Section F of tender document	
J. Statement of joint ventures/partnerships (if any)	

***NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.***

**SECTION F – PRODUCT SPECIFICATIONS AND PRICE LIST**

No.	ITEM	DESCRIPTION	UNIT	ESTIMATED ANNUAL USAGE/12 MONTHS	UNIT PRICE (Excluding VAT)
1.	Form IT 13 –Company Tax Returns	8 pages full colour form, printed back to back. Bond Typek A3 folded to A4 and saddle stitched	Each	10,000	
2.	Form IT 12- Individual Income Tax Returns	12 pages full colour form, printed back to back. Bond Typek A3 folded to A4 and saddle stitched	Each	10,000	
3.	PAYE 15 –Annual Return of Salaries	A3 size 100 pages booklet - duplicated – printed in full colour 100pages	Each	700	
4.	PAYE 16 - reconciliation of tax deductions made and of stock of certificate on hand	A3 forms printed in full colour back to back on bond 80gms paper and folded to A4 size; 420mm X 297mm; Bond Typek, white, 80gms	Each	200	
5.	TCC -Tax Compliance Certificate books	Books printed in full colour on NCR paper, Duplicates. 50 pages, Image CB, white, 56gms. Image CF, Blue, 57gms; image CFB, Yellow, 53gms	Each	200	
6.	Occurrence Books, A3, 100 page booklet.	OCCURRENCE BOOK with 100 pages printed in full colour one side on bond 80gms paper and quarter bound.	Each	50	
7.	PAYE Employee Deduction Tables	<b>P.A.Y.E. Employees Tax Deduction Tables 158 / 205 pages</b> in full colour back to back on bond 80gms paper and the cover printed on Avalon Gloss 250gms paper and Perfect bound to A4size.	Each	250	
8.	ITG8 – graded tax clearance certificate original book	100 pages – duplicate – printed in full colour two to view on NCR paper	Each	400	
9.	ITG 9 – graded tax clearance certificate - duplicate	100 pages – duplicate – printed in full colour two to view on NCR paper	Each	400	
10.	PAYE IRP5 Laser Sheets, 500 per bundle	Laser sheets printed in full colour with extra security ink in duplicate on bond 80gms”bond white Typek paper and numbered. The second copy printed with the word COPY. Packed 250 forms in duplicate (500 per bundle); 297 x 210mm	Bundle	200	

11	3 Part continuous Paper (PAYE IRP5).	PAYE 05 forms printed in full colour on NCR paper. 280 X 370mm, two to view with a vertical perforated in the centre. Packed 750 forms per box. 203mm X240mm. Image CB Reels, White. 120gsm. Image CFB Reels, White.	Box	10000	
12	Manual Cash Receipt Books, 100 receipts in Triplicates	Book of 100 receipts printed in full colour; Triplicated.	Each	100	
13.	SRA Cash Deposit slips, 200 slips per bundle	Pads printed in full colour on NCR paper, duplicates. 200 slips per pad, 255mm X100mm; Image CB, white, 56gms. Image CF, white, 57gms; image CFB, white,53gms	bundle	300	
14.	SRA Cheque Deposit slip, 200 slips per bundle	Pads printed in full colour back to back on NCR paper, triplicates. 200 slips per pad, 255mm X100mm; Image CB, white, 56gms. Image CF, white, 57gms; image CFB, white,53gms	bundle	300	
15.	Manual general receipts	100 page booklet printed in full colour- triplicated.	Each	200	
16.	E15 Road Toll Receipt Books, 200 Receipts	Books of 200 receipts, Printed in triplicates in full colour with security features on self-carbonised paper, numbered and bound; 148mm X 210mm; Image CB, white, 56gms. Image CF, Blue, 57gms. Image CFB, Pink, 53gms	Each	300	
17.	E80 Road Toll Receipt Books, 200 Receipts	Books of 200 receipts, Printed in triplicates in full colour with security features on self-carbonised paper, numbered and bound; 148mm X 210mm; Image	Each	400	

		CB, white 56gms. Image CF, Blue, 57gms. Image CFB, Pink, 53gsm			
18.	E50 Road Toll Receipt Books, 400 Receipts	Book of 400 receipts printed in full, triplicates with security features on self-carbonised paper, numbered and bound; 148mm X 210mm; Image CB, White, 56gms. Image CF, Blue, 57gms. Image CFB, Pink, 53gms.	Each	450	
19.	2 Part - Computerised ITG03 GRADED TAX	Double receipt papers 2 Part Receipt Forms ITG03 GRADED TAX printed in FULL colour on NCR paper with a perf Across (4 to View) on a 280 x 240mm sheet.  Image CB White 80GMS Printed in full, Pink background Image CF White Printed in full and Tinted Buff colour  Pack 4000 receipts / box (1000 sheets of 4 to view.)	Each	200	
20	Application for Tax Directive–Terminal Benefit	Pad Printed in full colour, on bond 80gms paper one side and padded. Size <b>297mmx210mm</b>	Each	50	
21	Application for Tax Directive –Lump sum	Pad Printed in full colour, on bond 80gms paper one side and padded. Size <b>297mmx210mm</b>	Each	50	
22	1 Part continuous (PAYE 05) – Government Employees	Forms printed in full colour on bond <b>paper 280 x 370mm</b> , to view with a vertical perforated in the centre. Parked 2000 forms/box and 4000 numbers/box.	Box	500	
23.	Withholding Tax Certificates WT02A(2013)	A4 books printed <b>triplicate</b> in full colour on NCR paper numbered and perforated and bond., <b>size 279 x 210m</b>	Each	50	
24.	Withholding Tax Certificate, Form WT 01A (2012)	A4 Books printed in triplicates full colour on NCR paper numbered and perforated and bound. 297mm X210mm. image CB, white, 56gms. Image CF, blue, 57gms; image CFB, Yellow, 53gms	Each	80	
25.	COMESA Certificates, triplicates, 100 pages	Certificates printed in triplicates; first copy printed in full colour; front colour ( black), second copy in black front ; and third copy in black back to back; on NCR self-	Each	100	

		carbonated paper, numbered and padded, 100 pages. 297mm X210mm; Image CB, white, 53gms.			
26.	Movement Certificate EURO IS	Pad Printed on bond Typek white 80gms in triplicates in two colour front; one colour (black) front and back for second copy; and one colour (black) front for the third copy, numbered.	bundle	100	
27.	SACU Mercosur Certificate OF Origin books, 100 copies	Book printed on bond Typek white 80gms in Triplicate in two colour for the first copy; black for the second and third copies, numbered and padded, 100 copies; 297mm X210mm	Each	500	
28.	SADC Certificates in Triplicate, 100 copies	Pad Printed in full colour; front colour (black), second copy in black front; and third copy in black back to back; on NCR self-carbonated paper, numbered and padded, 100 pages. 297mm X210mm; Image CB, White, 53gms	Each	500	
29.	Movement Certificates EURO 1A	Pad Printed on bond Typek white 80gms in triplicates in two colour front; 1 colour (black) back for the first copy; 1 colour (black) front and back for the second copy; and 1 colour (black) front for the third copy; numbered.	Each	200	
30.	Key Issue Register Book	Books Printed in full colour on bond 80gms with the cover printed on Mondliner full colour and bound ( land scape), 297mm X210mm; bond Typek white 80gms and Mondliner brown 225gms	Each	50	

31.	Key Control Register Book	Printed in full colour on bond 80gms, with the cover printed on Mondliner full colour and bound (land scape), 297mm X210mm; Bond Typek white 80gms and Mondliner brown 225gms	Each	50	
32.	General Certificates, Triplicate, 100 pages	Printed in one colour back to back on bond Typek white 80gms paper; triplicate, numbered and padded; 100 pages; 297mm X210mm	Each	100	
33.	Brown Itemised Paper in bundles of 100	Printed in full colour with SRA logo; in bundles of 1000.	Each	20	
34.	Seal Control Register Booklet, 100 pages	Booklet of 100 pages printed back to back	Each	100	
35.	Vehicle Log Books, Booklet of 50 pages	Printed full colour back to back on bond Typek 80gms paper; 205mm X 150mm; both sides in black; Bond Typek white 80gms and Mondliner brown 225gsm. Booklet of 50 pages	Each	50	
36.	TIN,Registration forms, Company/Individual	A3 forms printed in full colour front and one colour back on bond 80gms paper and folded to A4 size; 420mm X 297mm; Bond Typek, white, 80gms	Each	6000	
37.	Personal Declaration form ( Form E)	Printed in full colour on both sides	Each	85000	
38.	Graded Tax Register A3 (ITG11)	A3 Books Printed in full colour on bond 80gms with the cover printed on Mondliner full colour and bound (land scape),	Each	50	
39	2 Panel Brochure	Printed in full colour back to back on gloss, 135gms paper and folded to DL size, 100mm X210mm	Each	400	
40.	3 Panel Brochure	Printed in full colour back to back on gloss, 135gms paper and folded to DL size, 100mm X210mm	Each	4000	
41.	6 Panel Brochure	6 panel brochure for payment facilities printed in full colour back	Each	5000	

		to back on gloss 128gms paper and folded to DL size			
42.	2 Part Continuous Customs Receipts Forms, 1000/Box	Printed in full colour on NCR paper with security watermark and numbered Packed 1000/ Box; 280mm X240mm; Image CB Reels, white, 80gms. Image CF Reels, white, 57gms	Box	400	
43.	Combined Passenger and Customs Declaration (Form E)	A4 sheets Printed in full colour on back to back on bond 80gms paper	Each	20000	
44.	Gate Pass, 250 sheets per pad.	Pads printed in full colour on bond Typek 80gms white paper and padded. 80mm x205mm. 250 sheets per buddle.	Each	20000	
45.	Provisional Payment Forms (CE70)	A4 sheet Printed in full colour one side on bond Typek 80gms paper	Each	20000	
46.	Registration of Good for re-importation (CE65)	A4 sheet Printed in full colour one side on bond Typek 80gms paper	Each	20000	
47.	Temporary Import Permit (TIP)	Printed in Full colour back to back on bond Typek 80gms paper:	Each	65000	
48.	Generalised System of Preferences (GSP) certificate of origin	Printed on NCR in quadruplicate in full colour back to back and Padded, 100 pages.	Each	200	
49.	Branded Envelopes C5	C5 white branded printed in in full colour ,Simple stick Envelope	Box	200	
50.	Large Sellotape-Branded	Branded in full colour with SRA Logo	Each	200	
51.	Baggage Declaration (Form E) and VAT refund form	A4 sheet Printed in full colour on bond 80gms both sides. Perforated at bottom.	Each	20000	
52.	DRM File Folders	File Folders printed in full colour front and one colour back on Tokai Buff 240gms, and scored five times, 2 Centre folds of 10mm deep, with File Fasteners (Tidy Files)	Each	20000	

		Open File 310 x 480mm			
53.	DRM Register	A3 forms printed in full colour back to back on bond 80gms paper and folded to A4 size; 420mm X 297mm; Bond Typek, white, 80gms	Each	50	
54.	SRA Registered mail envelopes E8 Size	E8 Size Envelopes with SRA logo	Each	5000	
55.	SRA Registered mail envelopes E12 Size	E12 Size Envelopes with SRA logo	Each	5000	
56.	B/C	B/C printed in full colour on ivory smooth board 280gms	Each	5000	
57.	Branded Envelopes A4	A4, white branded printed in in full colour ,Simple stick Envelope	Box	5000	
58.	Branded Envelopes B5	B5, white branded printed in in full colour ,Simple stick Envelope	Box	5000	
59.	Branded Envelopes B4	B4, and white branded printed in in full colour ,Simple stick Envelope	Box	5000	
60.	Branded Envelopes DL	DL, and white branded printed in in full colour ,Simple stick Envelope	Box	5000	