

Lehae La Sars  
 299 Bronkhorst Street  
 Nieuw Muckleneuk, 0181  
 Private Bag X92  
 Pretoria, 0001

South African Revenue Service

**Billing Address**

**Accounts Queries & Statements**

South African Revenue Service  
 Accounts Payable Registration Division  
 Private Bag X 923  
 Pretoria, 0001

Malerato Seala  
 E-mail:  
 Phone:  
 Fax:

**Purchase Order**

Purchase Order Information		Delivery Address	
<b>Description:</b>	Conference venue 2	<b>Deliver To:</b>	South Africa
<b>Order Number:</b>	3100036000		SARS
<b>Order Creation Date:</b>	28/05/2024		Bronkhorst
<b>Reference:</b>	RFX6-25586		299 Le Hae La SARS
			PRETORIA
			0002
<b>Buyer:</b>	Lungelo Ngema	<b>Tel Number:</b>	0124224000
<b>Tel Number:</b>			
<b>E-mail:</b>	lngema@sars.gov.za		

Vendor Information			
<b>Vendor Number:</b>	6000018222	<b>Vat Number:</b>	4210261782
<b>Name:</b>	BIRCHWOOD HOTEL AND OR TAMBO CONFERENCE	<b>CSD Number:</b>	MAAA0075312
<b>Address:</b>	PO Box BOKSBURG	<b>Currency:</b>	ZAR
		<b>Payment Terms:</b>	Z001 - SARS due immediately
		<b>Tel Number:</b>	011 897 0000
<b>Email:</b>	quotes@birchwoodhotel.co.za	<b>Fax Number:</b>	086 630 3920

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	FULL DAY CONFERENCE VENUE FOR 10 JUNE 20 <b>Delivery Date:</b> 10/06/2024	10	PRS	480.00	4,800.00 ZAR
2	FULL DAY CONFERENCE VENUE FOR 11 JUNE <b>Delivery Date:</b> 11/06/2024	10	PRS	480.00	4,800.00 ZAR
3	FULL DAY CONFERENCE VENUE FOR 10 JUNE <b>Delivery Date:</b> 10/06/2024	340	PRS	480.00	163,200.00 ZAR
4	FULL DAY CONFERENCE VENUE FOR 11 JUNE Breakdown of the Requirements of the 4 Star Conference venue are as follow: • Venue located 15KM away from the OR Tambo International Airport, Jones Rd, O.R. Tambo, Kempton Park, 1627 • Complementary shuttling for traveling delegates to and from the OR Tambo International Airport • Have on-site hotel availability to Accommodate at least 35% of the Delegates that will be traveling from outside of the Region. • 1x Plenary Room to accommodate 400x delegates, seated at round tables • 1x Boardroom to accommodate 10x delegates, Boardroom seating style Full Day Conference Package to include the following: - Plenary Room Venue Hire - Stationery Kit (Pen & Notepad) - Power at each round table for the delegates to use for equipment - Standard Equipment (Data Projector, Screen, Flipchart and copy pens) - Arrival, Mid Morning & Mid Afternoon (3x breaks) Tea/Coffee, and snacks break - 3 Course Lunch with a soft drink. - Bottled water and individually wrapped sweets - Complim <b>Delivery Date:</b> 11/06/2024	340	PRS	480.00	163,200.00 ZAR
5	RENTAL OF AUDIO AND VISUAL EQUIPMENT	1	D	38,725.00	38,725.00 ZAR

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<b>Order Creation Date:</b>	28.05.2024

Item	Description	Quantity	Unit	Unit Price	Net Amount
	<p>410 Delegates to attend a Full day National Management Forum at a 4-Star Conference Venue, near OR Tambo International Airport. Dates and times are as follows:</p> <ol style="list-style-type: none"> <li>Sunday, 9 June (Dinner for all delegates from 17h00 – 20:00)</li> <li>Monday, 10 June 2024 (08:00 – 18:00)</li> <li>Tuesday, 11 June 2024 (08:00 – 16:00 [ to allow people to fly back from 18h00]).</li> </ol> <p>Rates set for hosting of conferences or events per person per day.</p> <p>1) CONFERENCE VENUE:</p> <ul style="list-style-type: none"> <li>Conference Package - Full Day Conference Package</li> <li>Venue capacity – 410 banqueting/round table style seating.</li> <li>Complimentary shuttle service for traveling delegates to and from the OR Tambo International Airport.</li> <li>Have on-site hotel availability to accommodate at least 35% of the Delegates who will be traveling from outside of Gauteng.</li> <li>VIP Holding Room – 1x VIP Holding Room, with a boardroom and lounge pocket setup, to accommodate x10 people.</li> <li>Admin Room - 1x Boardroom to accommodate 10x support staff, boardroom/classroom seating style.</li> <li>Dinner:</li> <li>A working Dinne</li> </ul> <p><b>Delivery Date:</b> 10/06/2024</p>				
6	<p>RENTAL OF AUDIO AND VISUAL EQUIPMENT</p> <p><b>Delivery Date:</b> 10/06/2024</p>	1	D	38,725.00	38,725.00 ZAR
7	<p>DINNER FOR ALL DELEGATES 09 JUNE</p> <p>Breakdown of the Requirements of the 4 Star Conference venue are as follow:</p> <ul style="list-style-type: none"> <li>Venue located 15KM away from the OR Tambo International Airport, Jones Rd, O.R. Tambo, Kempton Park, 1627</li> <li>Complementary shuttling for traveling delegates to and from the OR Tambo International Airport</li> <li>Have on-site hotel availability to Accommodate at least 35% of the Delegates that will be traveling from outside of the Region.</li> <li>1x Plenary Room to accommodate 400x delegates, seated at round tables</li> <li>1x Boardroom to accommodate 10x delegates, Boardroom seating style</li> <li>Full Day Conference Package to include the following: <ul style="list-style-type: none"> <li>Plenary Room Venue Hire</li> <li>Stationery Kit (Pen &amp; Notepad)</li> <li>Power at each round table for the delegates to use for equipment</li> <li>Standard Equipment (Data Projector, Screen, Flipchart and copy pens)</li> <li>Arrival, Mid Morning &amp; Mid Afternoon (3x breaks) Tea/Coffee, and snacks break</li> <li>3 Course Lunch with a soft drink.</li> <li>Bottled water and individually wrapped sweets</li> <li>Complim</li> </ul> </li> </ul> <p><b>Delivery Date:</b> 11/06/2024</p>	350	PRS	450.00	157,500.00 ZAR
8	<p>CONFERENCE UNFORESEEN CONTINGENCY</p>	105,000	PRS	1.00	105,000.00 ZAR

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9	<p><b>VARIATION</b></p> <p>Breakdown of the Requirements of the 4 Star Conference venue are as follow:</p> <ul style="list-style-type: none"> <li>• Venue located 15KM away from the OR Tambo International Airport, Jones Rd, O.R. Tambo, Kempton Park, 1627</li> <li>• Complementary shuttling for traveling delegates to and from the OR Tambo International Airport</li> <li>• Have on-site hotel availability to Accommodate at least 35% of the Delegates that will be traveling from outside of the Region.</li> <li>• 1x Plenary Room to accommodate 400x delegates, seated at round tables</li> <li>• 1x Boardroom to accommodate 10x delegates, Boardroom seating style</li> </ul> <p>Full Day Conference Package to include the following:</p> <ul style="list-style-type: none"> <li>- Plenary Room Venue Hire</li> <li>- Stationery Kit (Pen &amp; Notepad)</li> <li>- Power at each round table for the delegates to use for equipment</li> <li>- Standard Equipment (Data Projector, Screen, Flipchart and copy pens)</li> <li>- Arrival, Mid Morning &amp; Mid Afternoon (3x breaks) Tea/Coffee, and snacks break</li> <li>- 3 Course Lunch with a soft drink.</li> <li>- Bottled water and individually wrapped sweets</li> <li>- Complim</li> </ul> <p><b>Delivery Date:</b> 11/06/2024</p>	50,000	PRS	1.00	50,000.00 ZAR
<b>Total Net Value VAT Inclusive: 725,950.00 ZAR</b>					

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### **CONDITIONS & INSTRUCTIONS TO VENDORS:**

**1. Standard Conditions:**

- SARS Procurement Procedures (as amended), will apply for this Purchase Order.
- It is mandatory to acknowledge the receipt of this Purchase Order.
- Adherence to the terms and conditions as stated on this page is essential; failure to comply could result in payment being delayed.

**2. Price Basis:**

- The price/s quoted is/are firm for the duration of this Purchase Order and includes VAT, where applicable.

**3. Exchange Rate (if applicable):**

- The price/s quoted is/are based on the ruling exchange rate at date of quotation/ Tender.

**4. Invoices and Payment:**

- In respect of a Purchase Order for goods, a Proof of Delivery (POD) , reflecting the Purchase Order number, must accompany the goods to be delivered. No goods will be accepted without a corresponding POD.
- In respect of a Purchase Order for services rendered, a duplicate Invoice, reflecting the Purchase Order number, must be handed to the person receiving the service after such service has been completed.
- The original invoice/s must reflect the relevant Purchase Order number and sent directly to the Billing Address as indicated on page 1 of this Purchase Order. If the Purchase Order number is not quoted on the invoice, said invoice will not be paid.
- The Invoice number should not exceed 16 digits/characters.
- The Invoice date cannot be earlier than the delivery date acknowledged on the Proof of Delivery (POD).
- The Invoice descriptions and line items must match those reflected on this Purchase Order.
- A statement of the SARS account must, on a monthly basis, be sent to the accounts contact person as indicated on page 1 of the Purchase Order.

**5. Cash Discount:**

- Invoices must be clearly endorsed with the conditions under which the discount is offered.

**6. Value Added Tax:**

- Value Added Tax (VAT) must be shown separately on Invoices. If you are not registered for VAT you may not charge VAT.

**7. Correspondence:**

- For payments and account statements, correspondence must be addressed to the Accounts contact persons as detailed on page 1 of this Purchase Order.
- All other correspondence must be addressed to this office.

**8. Alterations or Additions:**

- Any alterations or additions to any of the terms of this Purchase Order must be made and confirmed in writing by this office.

**9. Electronic Purchase Order Sign-Off:**

- This Purchase Order has been electronically signed-off as part of the standard SARS Procurement process. The Supplier does not need any further approval from SARS to process this Purchase Order.