

PROCUREMENT CENTRE

Office
Pretoria

General Enquiries
(Weekdays 8am –16pm)
Tender Office
0124224078
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Technical Enquiries
Email
tenderoffice@sars.gov.za

Reference
RFP 43/2023

Date
23 May 2024



South African Revenue Service

Pretoria Head Office
299 Bronkhorst Street,
Nieuw Muckleneuk, 0181
Private Bag X923,
Pretoria, 0001

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

INVITATION: REQUEST FOR PROPOSAL TO TENDER

The South African Revenue Service (SARS) invites you to tender for the goods and/or services as detailed in the attached tender forms. The conditions contained in the SARS Supply Chain Management Policy and the regulatory framework which governs tenders at SARS are applicable to this tender process.

Activity	Date / Time / Details
Bid Number:	RFP 43/2023
Description & Contract term:	Provision of travel management and related services
Virtual briefing session date and registration:	The non-compulsory briefing session will be held on 30 May 2024 at 11H00 virtually via a Cisco Webex / Microsoft Teams meeting and can be accessed at the following link: Join the meeting now Meeting ID: 335 096 045 371 Passcode: HRGdXm
Bidders to submit written questions on or before:	6 June 2024
SARS to respond to bidders’ written questions on or before:	13 June 2024
CLOSING DATE AND TIME (proposals due):	25 June 2024 at 11H00 Late bid proposals submitted after the closing date and time will NOT be accepted nor considered, regardless of the method used to send or deliver such documents to SARS.

The physical bid proposal submissions must be deposited in the SARS tender box situated at the main entrance of the address below:

SARS Procurement Tender Office, Lehae La SARS,
299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn,
Pretoria, 0181.

Bid proposal submissions must be sealed in an envelope on which the following information is clearly indicated:

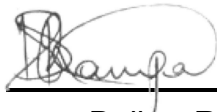
- a) The name and address of the tenderer
- b) Bid number
- c) Closing date

and is required to be submitted in two forms:

1 x Hardcopy submission	One (1) hardcopy submission clearly marked. A "hardcopy submission" means an A4 ring bound lever arch file.
1 x Electronic submission	One (1) electronic submission of a complete copy of the hardcopy submission. An "electronic submission" means a memory stick (USB stick) containing a complete copy of the hardcopy submission. The onus is on the bidder to ensure that the electronic submission submitted is a complete copy of the hardcopy submission.

Please direct all technical related enquiries to the Procurement Tender Office on email: tenderoffice@sars.gov.za.

Yours faithfully,



NAME Deliwe Rampa
EXECUTIVE: PROCUREMENT
DATE: 23/05/2024