

**Procurement Centre**

Pretoria

**Enquiries**

Tender Office

**E-mail**

TenderOffice@sars.gov.za

**Room**SARS Procurement  
Department  
299 Bronkhorst Street  
Nieuw Muckleneuk,  
Pretoria,  
0181**Reference**

RFI 07/2022

**Submission date**

22 February 2023

*South African Revenue Service*Pretoria Head Office  
570 Fehrsen Street  
Brooklyn Bridge  
Pretoria  
P O Box 2127, Groenkloof, 0027  
Telephone (012) 422-4000

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

<b>REQUEST FOR INFORMATION</b>	<b>PROOF OF TECHNOLOGY – MICROSOFT UNIVERSAL PRINT AND SCAN TO MICROSOFT ONEDRIVE</b>
<b>CLOSING DATE AND TIME</b>	<b>22 MARCH 2023 AT 11:00 AM</b>
<b>TENDER NUMBER</b>	<b>RFI 07-2022</b>
<b>DATE AND TIME FOR THE NON- COMPULSORY BRIEFING</b>	<b>02 MARCH 2023, FROM 13:30 PM TO 15:00 PM</b>
<b>DETAILS OF A NON-COMPULSORY VIRTUAL (ONLINE) BRIEFING SESSION:</b>	<b>MICROSOFT TEAMS (MEETING ID NUMBER 396 085 987 76 &amp; MEETING PASSWORD MO7UFQ)</b>

You are invited to tender for the service as indicated in the attached tender forms. The conditions contained in the SARS Procurement Policy are applicable. This information will be treated as strictly confidential.

The bid document (Proposal) must be sealed in packages and marked in accordance with the format, copies, and labelling instructions in the RFI Summary Guidelines Instructions and Conditions document. Proposals must be placed in the tender box at the main entrance at SARS Procurement Department, SARS Procurement Department, SARS Tender Box, 299 Bronkhorst Street, Nieuw Muckleneuk, Pretoria, 0181.

Proposals will only be considered if received by SARS before the closing date and time as set out above, regardless of the method used to send or deliver such documents to SARS.

Late bids will not be accepted. The bid forms must be completed fully.

Please direct all enquiries to Andre Taljaard on (012) 647-9569 / 081 037 9162 and email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

Yours sincerely,

A handwritten signature in black ink, appearing to be 'L. Mafojane', written over a horizontal line.

**ACTING EXECUTIVE: ICT PROCUREMENT**  
**MS LORRAINE MAFOJANE**