

PROCUREMENT CENTRE

Office
PretoriaGeneral Enquiries
(Weekdays 8:00 –16:00)Tender Office
012 422 4078
081 037 9162

Technical Enquiries

Email
tenderoffice@sars.gov.za

Reference

RFP 47/2025

Date: 20 April 2026



South African Revenue Service

TO WHOM IT MAY CONCERN

Lehae la SARS
299 Bronkhorst Street,
Nieuw Muckleneuk, 0181
Private Bag X923,
Pretoria, 0001

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 47/2025
Description & Contract term:	Appointment of service providers for the supply and delivery of refreshments and/or office consumables to SARS regionally for a period of 3 years.
Virtual briefing session date and registration:	A non- compulsory briefing session will be held on 5 May 2026 at 11H00 virtually via Microsoft Teams meeting and can be accessed at the following link: https://teams.microsoft.com/meet/3193126100440?p=sVXvsWm2ZKm0KJRbeQ Meeting ID: 319 312 610 044 0 Passcode: hq9Ka9gE
Bidders to submit written questions on or before:	From 20 April 2026 to 8 May 2026
SARS to respond to bidders' written questions on or before:	12 May 2026

Activity	Date / Time / Details
CLOSING DATE AND TIME (proposals due):	Date: 22 May 2026 Time: 11:00 AM 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:

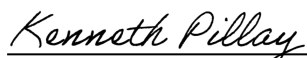
- a) The name and address of the tenderer
- b) Bid number
- c) Closing date

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: KENNETH PILLAY

LEAD: ACQUISITION MANAGEMENT

DATE: 20 April 2026