

570 Fehrsen Street
Linton House, Brooklyn Bridge
Brooklyn, 0181
Private Bag X92
Pretoria, 0001



South African Revenue Service

Billing Address

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

Accounts Queries & Statements

Velile Ngema
E-mail: rvosloo@sars.gov.za
Phone: 0124224113
Fax: 0866114248

Purchase Order

Purchase Order Information		Delivery Address	
Description:	Lehae la SARS 24 Months Lift Maintenance	Deliver To:	LINTON HOUSE
Order Number:	3600025678		SARS
Order Creation Date:	29/11/2021		299 Bronkhorst Street
Reference:	RFX6-16522		NIEUW MUCKLENEUK, PRETORIA
			0181
Buyer:	Anina Walker		SOUTH AFRICA
Tel Number:	012 422 4061	Tel Number:	0
E-mail:	awalker@sars.gov.za		

Vendor Information			
Vendor Number:	6000007074	Vat Number:	4660114812
Name:	OTIS (PTY) LTD	CSD Number:	MAAA0001460
Address:	PO Box 14080 JOHANNESBURG 1422	Currency:	ZAR
		Payment Terms:	Z006 - SARS 30 net due
		Tel Number:	0118786000
		Fax Number:	0118786318
Email:	barbara.jafter@otis.com		

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	PREVENTATIVE MAINTENANCE YEAR 1 Preventative Maintenance Year 1 Delivery Date: 30/09/2022	117,058	EA	1.00	117,058.00 ZAR
2	PREVENTATIVE MAINTENANCE YEAR 2 Preventative Maintenance Year 2 Delivery Date: 29/09/2023	122,326	EA	1.00	122,326.00 ZAR
3	REACTIVE MAINTENANCE Reactive Maintenance Delivery Date: 29/09/2023	135,095	EA	1.00	135,095.00 ZAR
Total Net Value VAT Inclusive:					374,479.00 ZAR

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CONDITIONS & INSTRUCTIONS TO VENDORS:

- 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.
- Price Basis:**
 - The price/s quoted is/are firm for the duration of this Purchase Order and includes VAT, where applicable.
- Exchange Rate (if applicable):**
 - The price/s quoted is/are based on the ruling exchange rate at date of quotation/ Tender.
- 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.
- Cash Discount:**
 - Invoices must be clearly endorsed with the conditions under which the discount is offered.
- 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.
- 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.
- 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.
- 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.