SARS Procurement Centre
Head Office

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

SARS
South African Revenue Service

Billing Address

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

Accounts Queries & Statements

Nikesh Singh
E-mail:
Phone:
Fax:

Purchase Order

Purchase Order Information	
Description:	First Aid Training
Order Number:	3100038793
Order Creation Date:	18/08/2025
Reference:	Training
Buyer:	Ledile Mokgalapa
Tel Number:	012 422 4000
E-mail:	lmokgalapa@sars.gov.za

Delivery Address	
Deliver To:	Keneilwe Molefi SARS Bronkhorst 299 Le Hae La SARS PRETORIA 0002
Tel Number:	0820664168
Delivery Date:	27/03/2026

Vendor Information			
Vendor Number:	6000029806	**Vat Number:**	4250280411
Name:	OHS COMPLIANCE GROUP	**CSD Number:**	MAAA0451621
Address:	PO Box RANDBURG	**Currency:**	ZAR
		Payment Terms:	Z006 - SARS 30 net due
		Tel Number:	0117813818
		Fax Number:	0866029835
Email:	lawrence@ohscompliance.com		

Supplier Note

Item	Description	Quantity	Unit	Unit Price	Net Amount	
1	EASTERN CAPE LEVEL 1	3	EA	1,493.85	4,481.55	ZAR
2	EASTERN CAPE LEVEL 2 & 3	2	EA	3,047.50	6,095.00	ZAR
3	FREE STATE LEVEL 1	45	EA	1,493.85	67,223.25	ZAR
4	GAUTENG NORTH LEVEL 1	45	EA	1,493.85	67,223.25	ZAR
5	GAUTENG NORTH LEVEL 2 & 3	3	EA	3,047.50	9,142.50	ZAR
6	GAUTENG SOUTH LEVEL 1	21	EA	1,493.85	31,370.85	ZAR
7	GAUTENG SOUTH LEVEL 2 & 3	14	EA	3,047.50	42,665.00	ZAR
8	HEAD OFFICE LEVEL 1	55	EA	1,493.85	82,161.75	ZAR
9	KWAZULU NATAL LEVEL 1	35	EA	1,493.85	52,284.75	ZAR
10	KWAZULU NATAL LEVEL 2 & 3	7	EA	1,493.85	10,456.95	ZAR
11	LIMPOPO LEVEL 1	15	EA	1,493.85	22,407.75	ZAR
12	MPUMALANGA LEVEL 1	8	EA	3,047.50	24,380.00	ZAR
13	MPUMALANGA LEVEL 2 & 3	8	EA	1,493.85	11,950.80	ZAR
14	NORTH WEST LEVEL 1	12	EA	3,047.50	36,570.00	ZAR
15	NORTH WEST LEVEL 2 & 3	9	EA	1,493.85	13,444.65	ZAR
16	NORTHERN CAPE LEVEL 1	20	EA	1,493.85	29,877.00	ZAR
17	NORTHERN CAPE LEVEL 2 & 3	2	EA	3,047.50	6,095.00	ZAR
18	WESTERN CAPE LEVEL 1	38	EA	1,493.85	56,766.30	ZAR
19	WESTERN CAPE LEVEL 2 & 3	9	EA	3,047.50	27,427.50	ZAR
					Total Net Value VAT Inclusive: 602,023.85	**ZAR**

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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.