## SARS Procurement Centre
### Head Office

570 Fehrsen Street
Linton House, Brooklyn Bridge
Brooklyn, 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

Nosipho Booi
E-mail: Nbooi@sars.gov.za
Phone: 0124226657
Fax: 0124226657

# Purchase Order

| Purchase Order Information | |
|---|---|
| **Description:** | Auto Desk Subscription 6-23547 |
| **Order Number:** | 3100034873 |
| **Order Creation Date:** | 06/11/2023 |
| **Reference:** | RFX 23821 |
| **Buyer:** | Lucas Mapadimeng |
| **Tel Number:** | 012 422 7079 |
| **E-mail:** | LMapadimeng@sars.gov.za |

| Delivery Address | |
|---|---|
| **Deliver To:** | Bronkhorst<br>SARS<br>271 Landbank<br>PRETORIA<br>0181<br>SOUTH AFRICA |
| **Tel Number:** | 0800 00 7277 |
| **Delivery Date:** | 28/03/2024 |

| Vendor Information | | | |
|---|---|---|---|
| **Vendor Number:** | 6000014489 | **Vat Number:** | 4380256711 |
| **Name:** | BAKER BAYNES | **CSD Number:** | MAAA0038531 |
| **Address:** | PO Box<br>MIDRAND | **Currency:** | ZAR |
| | | **Payment Terms:** | Z006 - SARS 30 net due |
| | | **Tel Number:** | 0115899031 |
| | | **Fax Number:** | |
| **Email:** | Proc.OPE@sars.gov.za | | |

### Supplier Note

*RFX 23821 (23547)SoW for Auto Deck*

*AUTODESK SUBSCRIPTION / LICENSE RENEWALS*
*PURPOSE*
*The purpose of the memorandum is to seek approval from the Executive: Infrastructure Management, and Cost Centre Manager to approve the funding to renew the Autodesk Subscription Licenses for a period of 3 years, running from 1 March 2024 to 28 February 2027.*

*BACKGROUND*
*The current 3-year cycle for Autodesk subscriptions licenses will expire on 28 February 2024 and needs to be renewed for a further 3-year period. The renewal period will be from 1 March 2024 to 28 February 2027.*
*Physical Facilities is currently utilizing 7 of the 8 existing licenses. It is noted that the Electrical Engineer has resigned and that the spare license seat is being kept for staff replacement at a future date.*
*AutoCAD remains the industry standard for CAD drawings and is utilized as the primary work production tool for Space Planning, Architecture, Quantity Surveying measurements and Mechanical and Electrical engineering functions within the P*

| Item | Description | Quantity | Unit | Unit Price | Net Amount |
|---|---|---|---|---|---|
| 1 | AUTOCAD ARCHITECTURE SUBSCRIPTION LICENS | 5 | EA | 24,309.33 | 121,546.65 ZAR |
| 2 | AEC COLLECTION SUBSCRIPTION LICENSES. Y1 | 1 | EA | 121,546.63 | 121,546.63 ZAR |
| 3 | AEC COLLECTION SUBSCRIPTION LICENSES. Y2 | 1 | EA | 121,546.63 | 121,546.63 ZAR |
| 4 | AEC COLLECTION SUBSCRIPTION LICENSES. Y3 | 1 | EA | 121,546.63 | 121,546.63 ZAR |
| | | | | **Total Net Value VAT Inclusive:** | **486,186.54 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.