

Lehae La Sars
299 Bronkhorst Street
Nieuw Muckleneuk, 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

Estelle van Niekerk
E-mail: Evanniekerk1@sars.gov.za
Phone: 0124224069
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Purchase Order

Purchase Order Information		Delivery Address	
Description:	Copy of 6000029972	Deliver To:	Nandipha Mhlauli
Order Number:	3100038897		SARS
Order Creation Date:	03/09/2025		Bronkhorst
Reference:	6000030034		4 Energy Lane, Century City Conference C
			Cape Town
Buyer:	Yusuf Behardien		PRETORIA
Tel Number:	021 417 1512	Tel Number:	828287292
E-mail:	ybehardien@sars.gov.za	Delivery Date:	17/11/2025

Vendor Information			
Vendor Number:	6000024921	Vat Number:	02-
Name:	MALEKHAYA DISTRIBUTORS	CSD Number:	MAAA1283064
Address:	PO Box	Currency:	ZAR
	CAPE TOWN	Payment Terms:	Z010 - SARS-within 7 days
		Tel Number:	081 036 0072
		Fax Number:	
Email:	malekhaya.sales@gmail.com		

Supplier Note	
RFX 6000029714	
RFX 6000029972	
RFX 6000030034	

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	SECURITY ACCESS CONTROL: OECD FTA SECURITY ACCESS CONTROL: OECD FTA No. of Delegates: approx. 300 incl SP's. 1. A visual concept for the design of delegates access cards customised as per the following requirements: • 95mm x 128mm, Customised Lanyard-Card to include OECD logo (to be provided by SARS) • Name and Surname of the Delegate, country represented by the Delegate • To distinguish between Delegates and Support Staff, Lanyard Cards should be colourcoded as follows: - o Delegate: Blue, - o Support Staff: Green, - o Security and Paramedics: Orange. • Easily electronically accessible tag either by scanner or automated recognition per delegate as they enter the room (feed into the daily report for attendance of delegates by type). 2. The printing of access cards to be done as follows: • Setup and readiness a day before the event starts, printing of support staff cards the day before the event starts (to test and ensure systems readiness) • All registered delegates access cards to be pre-printed the day before the event starts • All other cards to	1	EA	148,100.00	148,100.00 ZAR
Total Net Value VAT Inclusive:					148,100.00 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.