

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

Yolanda Maphae
E-mail: ymaphae@sars.gov.za
Phone: 0124227483
Fax: 0124227483

Purchase Order

Purchase Order Information		Delivery Address	
Description:	Sars Box Handling	Deliver To:	BELLVILLE BRANCH
Order Number:	3100034136		SARS
Order Creation Date:	02/08/2023		1 Teddington Street
Reference:	RFX 22639		BELVILLE
			7530
Buyer:	Lucas Mapadimeng		SOUTH AFRICA
Tel Number:	012 422 7079	Tel Number:	0124224000
E-mail:	LMapadimeng@sars.gov.za	Delivery Date:	28/03/2024

Vendor Information			
Vendor Number:	6000021957	Vat Number:	4880290053
Name:	CITY WIDE ENTERPRISES	CSD Number:	MAAA0873646
Address:	PO Box PRETORIA	Currency:	ZAR
		Payment Terms:	Z006 - SARS 30 net due
		Tel Number:	074 806 1000
		Fax Number:	
Email:	info@citywideenterprises.co.za		

Supplier Note	
DOCUMENT STORAGE REDUCTION (DSR): RT8 Treasury transversal contract (RT8-2017): Box Handling Request - 78101804-00003 The appointment of a Resource Service Provider to assist with the management, processing and movement of boxes for a period of 24 weeks to be requested on an ad-hoc basis as required. BIDDERS TO INCLUDE IN THEIR QUOTATION: - 15 x Labour Type resources to be managed by SARS CPO - Basic admin/Communication skills, (Beneficial to have background in box handling and relocation and background in SARS environment/security protocol) - Clear uniforms - Positive identification - Own transport to work x 15 Resources Required to work in Bellville, Cape Town: - Contact Person: Elmarie Bailey @ 0824607171 - Venue: Sable Hours - South African Revenue Services - Corner of Paddington and De Lange Street - Bellville, Cape Town	

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
2	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
3	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
4	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
5	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
6	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
7	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
8	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
9	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
10	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
11	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR

Purchase Order

Description:	Sars Box Handling
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Item	Description	Quantity	Unit	Unit Price	Net Amount
12	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
13	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
14	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
15	SARS BOX HANDLING RESOURCES	1	DAY	63,480.00	63,480.00 ZAR
DOCUMENT STORAGE REDUCTION (DSR): RT8 Treasury transversal contract (RT8-2017): Box Handling Request - 78101804-00003 The appointment of a Resource Service Provider to assist with the management, processing and movement of boxes for a period of 24 weeks to be requested on an ad-hoc basis as required. BIDDERS TO INCLUDE IN THEIR QUOTATION: - 15 x Labour Type resources to be managed by SARS CPO - Basic admin/Communication skills, (Beneficial to have background in box handling and relocation and background in SARS environment/security protocol) - Clear uniforms - Positive identification - Own transport to work x 15 Resources Required to work in Bellville, Cape Town: - Contact Person: Elmarie Bailey @ 0824607171 - Venue: Sable Hours - South African Revenue Services - Corner of Paddington					
Total Net Value VAT Inclusive:					952,200.00 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.