## SARS Procurement Centre
### Head Office

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

Malerato Seala
E-mail:
Phone:
Fax:

# Purchase Order

| Purchase Order Information | |
|---|---|
| **Description:** | Desruction of Boxes of Tobacco |
| **Order Number:** | 3100039987 |
| **Order Creation Date:** | 06/02/2026 |
| **Reference:** | RFX6/31797 |
| **Buyer:** | Thembeka Xaba |
| **Tel Number:** | 0124224000 |
| **E-mail:** | |

| Delivery Address | |
|---|---|
| **Deliver To:** | Hendrika Coetzee<br>SARS<br>Bronkhorst<br>107 Lawa Road, Meyerton<br>Gauteng<br>PRETORIA |
| **Tel Number:** | 0722352889 |
| **Delivery Date:** | 31/03/2026 |

| Vendor Information | | | |
|---|---|---|---|
| **Vendor Number:** | 6000026131 | **Vat Number:** | 4160314003 |
| **Name:** | BRAND GUARD | **CSD Number:** | MAAA1360635 |
| **Address:** | PO Box<br>ROODEPOORT | **Currency:** | ZAR |
| | | **Payment Terms:** | Z009 - SARS - 15 day payment |
| | | **Tel Number:** | 064 822 6925 |
| | | **Fax Number:** | |
| **Email:** | nakita@brand-guard.co.za | | |

| Item | Description | Quantity | Unit | Unit Price | Net Amount |
|---|---|---|---|---|---|
| 1 | DESTRUCTION OF 714 BOXES OF RAW TOBACCO<br>Destruction of 714 Boxes of Raw Tobacco and Processed<br>Tobacco. Site Meeting to be arranged at 107 Lawa Road, Meyerton | 1 | EA | 342,700.00 | 342,700.00 ZAR |
| | | | | **Total Net Value VAT Inclusive:** | **342,700.00 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.