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

Marlene Kamineth
E-mail: Mkamineth@sars.gov.za
Phone: 0124224143
Fax: 0124224143

Purchase Order

Purchase Order Information		Delivery Address	
Description:	Worcester reposition wall disable toilet	**Deliver To:**	South Africa
Order Number:	3600035475		SARS
Order Creation Date:	11/04/2025		Bronkhorst
Reference:	RFX600002380		299 Le Hae La SARS
			PRETORIA
Buyer:	Yusuf Behardien		0002
Tel Number:	021 417 1512	**Tel Number:**	0124224000
E-mail:	ybehardien@sars.gov.za	**Delivery Date:**	28/11/2025

Vendor Information			
Vendor Number:	6000008146	**Vat Number:**	4880253606
Name:	SCHIBA TRADING	**CSD Number:**	MAAA0260997
Address:	PO Box	**Currency:**	ZAR
	WORCESTER	**Payment Terms:**	Z006 - SARS 30 net due
		Tel Number:	0233473833
		Fax Number:	0233473833
Email:	proc.ope@sars.gov.za		

Supplier Note

RFX 600002380

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	WOR AFTER HRS 2ND YR To reposition the wall of the existing disabled toilet on the ground floor which includes removal of door at Worcester office. Work to be done after working hours Remedy number: INC000008794550	245	EA	580.00	142,100.00 ZAR
2	MATERIALS	68,453.22	EA	1.00	68,453.22 ZAR
				Total Net Value VAT Inclusive:	**210,553.22 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.