SARS Procurement Centre
Head Office

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

Estelle van Niekerk
E-mail:
Phone:
Fax:

Purchase Order

Purchase Order Information	
Description:	RFX6000019264-PPM-PTANorthDecomm
Order Number:	3100031960
Order Creation Date:	11/08/2022
Reference:	RFX6/19264
Buyer:	Anina Walker
Tel Number:	012 422 4061
E-mail:	awalker@sars.gov.za

Delivery Address	
Deliver To:	ANDREW FELLING SARS LINTON HOUSE 299 Le Hae La SARS PRETORIA 0002
Tel Number:	0833329333
Delivery Date:	30/09/2022

Vendor Information			
Vendor Number:	6000018899	**Vat Number:**	02-
Name:	MGS CIVILS AND SUPPLY	**CSD Number:**	MAAA0781925
Address:	PO Box JOHANNESBURG	**Currency:**	ZAR
		Payment Terms:	Z006 - SARS 30 net due
		Tel Number:	079 166 9417
		Fax Number:	
Email:	mgscivils@gmail.com		

Supplier Note

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	PRELIMINARIES	1	EA	8,500.00	8,500.00 ZAR
2	ALTERATIONS	1	EA	140,010.00	140,010.00 ZAR
3	CEILING,PARTITIONING AND ACCESS FLOORING	1	EA	14,080.00	14,080.00 ZAR
4	FLOOR COVERING, WALL LININGS, ETC	1	EA	9,795.00	9,795.00 ZAR
5	PAINT WORK	1	EA	76,870.00	76,870.00 ZAR
6	PROVISIONAL SUM	1	EA	135,000.00	135,000.00 ZAR
7	MASONRY	1	EA	2,100.00	2,100.00 ZAR
8	PLASTERING	1	EA	1,000.00	1,000.00 ZAR

The high level scope of works for Pretoria North Branch Office must include (also refer to the drawings, BOQs and specifications):
- Preliminaries
- Alterations
- Partitioning, Ceiling and access flooring
- Floor covering and Walling
- Electrical work & Generator
- Painting
- Information Technology infrastructure
- Security infrastructure

* Health and safety file according to SARS specifications. This to include the successful
bidder Covid-19 policy and procedure to screen staff of bidder before they arrive at the SARS site every day.
The successful bidder will be required to work with and coordinate the works with SARS
direct appointed contractors/suppliers for example for signage, IT, technical security, Health & Safety, fire compliance and HVAC consultants/contractors and Physical Facilities.
The building will be partially occupied during the construction and therefore no interruption of services are allowed without prior approval from SARS.
Regular progress inspections/meetings will be required with the s

Total Net Value VAT Inclusive: 387,355.00 ZAR

Purchase Order

Description:	RFX6000019264-PPM-PTANorthDecomm
Order Number:	3100031960
Order Creation Date:	11.08.2022

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.