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

Mavis Mukwevho
E-mail: MMukwevho2@sars.gov.za
Phone: 0124224098
Fax: 0124224098

Purchase Order

Purchase Order Information	
Description:	move of boxes/files
Order Number:	3100034903
Order Creation Date:	16/11/2023
Reference:	6000023839
Buyer:	Ansie van Dam
Tel Number:	012 433 3012
E-mail:	AvanDam@sars.gov.za

Delivery Address	
Deliver To:	South Africa SARS Bronkhorst 299 Le Hae La SARS PRETORIA 0002
Tel Number:	0124224000
Delivery Date:	31/01/2024

Vendor Information			
Vendor Number:	6000017323	**Vat Number:**	4120246592
Name:	3G RELOCATIONS AND TRANSPORT	**CSD Number:**	MAAA0001971
Address:	PO Box CENTURION	**Currency:**	ZAR
		Payment Terms:	Z006 - SARS 30 net due
		Tel Number:	0861347356
		Fax Number:	0866935564
Email:	accounts@3grelocations.co.za		

Supplier Note

NB! Read the General Conditions and Requirements and ensure that all documents are attached when you submit your RFX documents and quote. This is required for evaluation.
Please ensure to complete SBD 6.1 IN TERMS OF PPR2022 as per invite (required for evaluation with BBBEE Certificate/Affidavit.) Please ensure to complete SBD 6.1 IN TERMS OF PPR2022 as per invite correctly (required for evaluation with BBBEE Certificate/Affidavit.)
If not submitted together and correctly your point will be a 0.

The appointment of a dedicated Resource Service Provider to assist with the receiving of
SARS files/boxes from the external service providers, sorting/packing them into them,
respective areas/floors (storage facilities) within the PTA ROR building for a period 15 non-consecutive days.

service provider may be required to install existing shelving racks onto pallets in the
storage areas
- service providers may be required to cling wrap boxes/files
- service providers will be required to assist in the carrying of inco

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	RESOURCE SERVICE PROVIDER - SARS FILING	1	EA	218,703.00	218,703.00 ZAR
					Total Net Value VAT Inclusive: 218,703.00 ZAR

Purchase Order

Description:	move of boxes/files
Order Number:	3100034903
Order Creation Date:	16.11.2023

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.