SARS Procurement Centre
Head Office

Lehae La Sars
299 Bronkhorst Street
Nieuw Muckleneuk, 0181
Private Bag X92
Pretoria, 0001

MNNtsoane

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	
Description:	Construction Works at Hilton House
Order Number:	3100037679
Order Creation Date:	13/03/2025
Reference:	RFx-28072
Buyer:	Malebo Makhathulel
Tel Number:	012 422 4000
E-mail:	mmakhathulela@sars.gov.za

Delivery Address	
Deliver To:	South Africa SARS Bronkhorst 570 Fehrsen (Hilton House Brooklyn) Brooklyn PRETORIA
Tel Number:	0124224000
Delivery Date:	31/03/2025

Vendor Information			
Vendor Number:	6000010183	**Vat Number:**	49798270154
Name:	SHUMANI DEVELOPMENT CC	**CSD Number:**	MAAA0029420
Address:	PO Box 39742 FAERIE GLEN 0060	**Currency:**	ZAR
		Payment Terms:	0001 - Due Immediately
		Tel Number:	0814705780
		Fax Number:	0865560034
Email:	shumani.dvp@gmail.com		

Supplier Note

Request for Appointment of Contractor for Alteration at SARS Bridge Hilton House as per BOQ attached.
Details are as follows:
-Site Briefing Date: 19/02/2025
-Time: 10:00 AM
-Drawings: To be issued during the site briefing
Attendance: Compulsory for all contractors interested in bidding.

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	PRELIMINARY & GENERAL -BILL NO.1 Bill of Quantities will be provided. Details are as follows: -Site Briefing Date: 19/02/2025 -Time: 10:00 AM -Drawings: To be issued during the site briefing Attendance: Compulsory for all contractors interested in bidding.	1	EA	129,273.78	129,273.78 ZAR
2	ALTERATIONS - BILL2	1	EA	259,703.43	259,703.43 ZAR
3	FLOOR COVERINGS, WALL LINING, ETC - BILL	1	EA	175,145.00	175,145.00 ZAR
4	CEILINGS AND PARTITIONS - BILL 4	1	EA	20,212.40	20,212.40 ZAR
5	METALWORK BILL 5	1	EA	62,675.00	62,675.00 ZAR
6	PLASTERING - BILL 6	1	EA	27,312.50	27,312.50 ZAR
7	PAINTWORK - BILL 7	1	EA	66,412.50	66,412.50 ZAR
8	NOMINATED SUB-CONTRACTORS -BILL 8	1	EA	124,200.00	124,200.00 ZAR
9	CONTINGENCIES 5%	1	EA	111,360.25	111,360.25 ZAR
				Total Net Value VAT Inclusive:	**976,294.86 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.