

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
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Purchase Order

Purchase Order Information		Delivery Address	
Description:	Printing	Deliver To:	M Gumede
Order Number:	3100037684		SARS
Order Creation Date:	13/03/2025		299 Bronkhorst Street
Reference:	Printing		NIEUW MUCKLENEUK, PRETORIA
			0181
Buyer:	Ledile Mokgalapa		SOUTH AFRICA
Tel Number:	012 422 4000	Tel Number:	00824672473
E-mail:	lmokgalapa@sars.gov.za	Delivery Date:	28/03/2025

Vendor Information			
Vendor Number:	6000002505	Vat Number:	4600117115
Name:	SHERENO PRINTERS	CSD Number:	MAAA0016590
Address:	PO Box 268	Currency:	ZAR
	BOKSBURG	Payment Terms:	Z006 - SARS 30 net due
	1500	Tel Number:	0118944150
		Fax Number:	0118944153
Email:	info@shereno.co.za		

Item	Description	Quantity	Unit	Unit Price	Net Amount
1	PRINTING 2023 2024 SARS ANNUAL REPORTS Contact Person G Gumede Contaact No. 0660544931 or C Chauke Contact number 0609805134 Printing of the 2024/2025 SARS Annual Report x 200 A4 Full Colour - 84 pages (Landscape) Double sided (188 total) 128gsm - semi gloss Size - 297mm x 430mm Cover - A4 (Landscape) - Full colour Single side 300gsm - Gloss 297mm x 430mm Finishing Perfect bound cover	200	EA	780.65	156,130.00 ZAR
Total Net Value VAT Inclusive:					156,130.00 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.