

**PROCUREMENT
CENTRE**

Office
Pretoria

**General Enquiries
(Weekdays 8am –16pm)**

Tender Office
0124224078
0810379162

Technical Enquiries

Email
tenderoffice@sars.gov.za

Reference

RFP 01/2024

Date

24 April 2024



South African Revenue Service

Pretoria Head Office
299 Bronkhorst Street,
Nieuw Muckleneuk, 0181
Private Bag X923,
Pretoria, 0001

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

INVITATION: REQUEST FOR PROPOSAL TO TENDER

The South African Revenue Service (SARS) invites you to tender for the goods and/or services as detailed in the attached tender forms. The conditions contained in the SARS Supply Chain Management Policy and the regulatory framework which governs tenders at SARS are applicable to this tender process.

Activity	Date / Time / Details
Bid Number:	RFP 01/2024
Description & Contract term:	Standardization on two (2) Multi-function Printer (MFP) brands across SARS. The successful bidder will be appointed for a period of between five (5) to ten (10) years subject to SARS terms and conditions.
Virtual briefing session date and registration:	Date: 02 May 2024 at 10:00 AM The non-compulsory briefing session will be held virtually via a Microsoft Teams meeting and can be accessed at the following link: Join the meeting now
Bidders to submit written questions on or before:	02 May 2024 to 17 May 2024
SARS to respond to bidders' written questions on or before:	03 May 2024 to 21 May 2024
CLOSING DATE AND TIME (proposals due):	27 May 2024 at 11:00 AM Late bid proposals submitted after the closing date and time will NOT be accepted nor considered, regardless of the method used to send or deliver such documents to SARS.

The physical bid proposal submissions must be deposited in the SARS tender box situated at the main entrance of the address below:

**SARS Procurement Tender Office, Lehae La SARS,
299 Bronkhorst Street, Nieuw Muckleneuk, Brooklyn,
Pretoria, 0181.**

Bid proposal submissions must be sealed in an envelope on which the following information is clearly indicated:

- a) The name and address of the tenderer
- b) Bid number
- c) Closing date

and is required to be submitted in two forms:

1 x Hardcopy submission	One (1) hardcopy submission clearly marked. A "hardcopy submission" means an A4 ring bound lever arch file.
1 x Electronic submission	One (1) electronic submission of a complete copy of the hardcopy submission. An "electronic submission" means a memory stick (USB stick) containing a complete copy of the hardcopy submission. The onus is on the bidder to ensure that the electronic submission submitted is a complete copy of the hardcopy submission.

Please direct all technical related enquiries to the Procurement Tender Office on email: tenderoffice@sars.gov.za.

Yours faithfully



NAME : Deliwe Rampa

EXECUTIVE: PROCUREMENT

DATE: 24 April 2024