

TO WHOM IT MAY CONCERN



*South African Revenue Service*

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

Dear: Sir/Madam

**REQUEST FOR PROPOSAL: ESTABLISHMENT OF A PANEL OF  
APPROVED SERVICE PROVIDERS  
TO RENDER RECRUITMENT SERVICES FOR:  
CATEGORY A: EXECUTIVE SEARCH  
CATEGORY B: PERMANENT AND TEMPORARY RECRUITMENT**

**BID ADVERTISING DATE : 04 November 2022**

**NON-COMPULSORY  
BRIEFING SESSION : 16 November 2022 (VIRTUAL)  
CATEGORY A - AT 11H00**

**: 17 November 2022 (VIRTUAL)  
CATEGORY B - AT 11H00**

**CLOSING DATE : 05 December 2022 AT 11H00**

**TENDER NUMBER : RFP 03/2022**

You are invited to submit a proposal for the establishment of a Panel of approved service providers to render recruitment services for: Category A: Executive Search, Category B: Permanent and Temporary recruitment.

The conditions contained in the RFP and the SARS Procurement Policy (available on the SARS website) are applicable. The bid document must be sealed in an envelope on which the following information is clearly indicated:

- a) The name and address of the tenderer;
- b) Tender number; and
- c) Closing date and time.

The following conditions will apply to the submission of the bid documents.

1. All bid documents must be submitted in accordance with the instructions in the RFP document;
2. Bid documents may either be posted to the Tender Office-SARS Procurement Lehae la SARS, head office, 299 Bronkhorst street, Nieuw Mucleneuk, Pretoria OR placed in the tender box at the main entrance at the aforesaid address AND submitted on SARS e-Sourcing platform.
3. Bid documents will only be considered if received by SARS before the closing date and time, regardless of the method used to send or deliver such documents to SARS; and
4. Late bids will not be accepted.

Please direct all enquiries to Tender Office at the following email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)  
cc [rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)

The bid forms must be completed fully.

Yours Sincerely,



Mr Kovilan Rajaruthnam

**Acting - Executive Procurement: Professional Services & Travel Management**