

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: Employee Concierge Programme

BID ADVERTISING DATE : 05 March 2024

**NON-COMPULSORY
BRIEFING SESSION : 14 March 2024 (VIRTUAL)
AT 11H00**

CLOSING DATE : 08 April 2024 AT 11H00

TENDER NUMBER : RFP 17/2023

You are invited to submit a proposal for Employee Concierge Programme.

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, Nieu 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

The bid forms must be completed fully.

Yours Sincerely,



Ms Deliwe Rampa

Executive Procurement