

REFERENCE NUMBER: RFP01/2017

**ANNEXURE A: SPECIFICATION
DOCUMENTS**

**FOR SUPPLY, INSTALLATION AND
MAINTENANCE OF SANITARY AND HEALTH
CARE EQUIPMENT AND ADHOC SERVICES
FOR THE SARS OFFICES NATIONWIDE FOR
A PERIOD OF 36 MONTHS**

1. BACKGROUND:

- 1.1 This tender calls for prospective bidders to submit bids for the supply, installation and maintenance of Sanitary and Health Care Services and adhoc services required at all SARS offices, countrywide. Please refer to Annexure A for a list of buildings.
- 1.2 The primary objective is to bring the procurement level and turnaround time of sanitary and healthcare service to a more acceptable industry norms and standards, without losing the essential concepts of cost effectiveness, openness, fairness, accountability and responsibility.
- 1.3 This bid envisage appointing various service providers in line with the new Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017. The pre-qualification criteria for preferential procurement to participate in this bid will be all the prospective bidders with a minimum B-BBEE status level two (2) contributor.
- 1.4 SARS operates from various offices across all provinces and anticipate to appoint a service provider/s as per the indicated cluster/s. SARS reserves the right not to award more than three clusters per Service Provider:

Note: Please refer to Annexure C for detailed Office clusters with addresses. It should be noted that SARS reserves the right to add or remove some of these offices.

2. SCOPE OF WORKS

The service provider(s) will be expected to render a comprehensive Hygiene Management service to SARS from a supply, install and maintenance perspective. The following services are required:

- Supply (on rental basis), installation and maintenance of the hygiene equipment,
- Supply and refill service consumables (see list below),
- Weekly removal of sanitary and nappy bins and proper (as per legislated regulations) disposal thereof.

2.1 EQUIPMENTS:

- Sanitary hygiene bin (SHE Bin)
- Nappy bin;

- Automatic toilet sanitizer;
- Manual hand sanitizer;
- Manual toilet seat sanitizer;
- Automatic sanitizers for men's urinal;
- Urinal Auto flusher;
- Toilet roll holder;
- Automatic air freshener;
- Anti-theft bracket automatic air freshener
- Manual foam/ Liquid soap dispenser;
- Automatic hand paper towel dispenser
- Wall mounted waste paper bin

2.2 CONSUMABLES

- Toilet Paper – 1 ply with 500 sheets;
- Toilet Paper – 2 ply with 350 sheets;
- Foam soap refill 800ml;
- Liquid soap refill 5 litre;
- Manual toilet seat sanitizer refill 400 ml;
- Urinal mats;
- Automatic Air-freshener canister;
- Manual hand sanitiser refill 400ml
- hand paper towel 2 ply refill (folded)
- Hand paper towel 2 ply (roll refill)
- Clear plastic bin liners for waste paper bin

2.3 SERVICES

- Deep cleaning of ablution areas
- Hygiene sanitary and nappy bins
- Sanitizers for men's urinal; Automatic toilet sanitizer and Urinal Auto flusher
- Automatic air freshener
- Anti-theft bracket automatic air freshener
- Automatic hand paper towel dispenser

3. MAINTENANCE:

3.1 All items/models delivered in terms of this contract shall be new and unused with the appropriate guarantees for the duration of the contract.

3.2 Maintenance of units to be done by successful bidder in accordance with the manufacturer's warranty.

4. DELIVERY:

Successful Bidders should take note that contractual delivery/ service period 48 hours (two working days) must be strictly adhered to and that any breach of contract in this regard by any contractor may result in SARS availing itself of any of the remedies, i.e. monetary penalties, cancellation of contract, etc.

5. INSTALLATION:

SARS will secure the landlord approvals for installations where necessary. All installations and removals of the equipment will be subject to consent from SARS.

6. DETAIL SPECIFICATIONS:

The following specifications are the minimum requirements of the South African Revenue Service. SARS is open to innovative and technological/quality recommendations in the field of Sanitary and Health care advancement. Failure to comply with the minimum requirements will be regarded as non-compliance.

6.1 DETAILED SPECIFICATION FOR EQUIPMENT

- All the equipment should be white coated plastic and installation responsibilities rests with the successful service provider/s,
- All equipment should be SABS approved,
- All equipment will be installed by the service provider except for the sites where equipment has been installed by the landlord,
- Installation may be done after office working hours

6.1.1 Sanitary hygiene bin (She Bin)

- 20L sanitary hygiene bins.
- Must have self-closing, tight fitting lids with trap doors as well as a lifting pedal mechanism
- Sanitary bins are lined with the appropriate bin liners

- Bins will be replaced free of charge in the event of breakage through normal wear and tear.

6.1.2 Nappy bin

- 50L nappy bins.
- Must have self-closing, tight fitting lids with trap doors
- Nappy bins are lined with the appropriate bin liners
- Bins will be replaced free of charge in the event of breakage through normal wear and tear.

6.1.3 Automatic toilet sanitizer

- Sanitizing liquid to be replenished as a service.
- Sanitizers do not interfere with any plumbing mechanism.
- Sanitizers should not leak. If so, the Service Provider will be responsible for a replacement.

6.1.4 Manual hand sanitizer

- Manual hand sanitizer dispenser, 400ml
- Should be lockable and refillable
- To be replaced free of charge in the event of breakage through normal wear and tear.

6.1.5 Manual toilet seat sanitizer

- Should not leak. If so, the Service provider will be responsible for a replacement.
- To be replaced free of charge in the event of breakage through normal wear and tear.
- Sanitizers do not interfere with any plumbing mechanism.
- Leaking sanitizers to be replaced, free of charge by the Service provider.
- Sanitizers are independent of flushing mechanism.
- To be equipped with adjustable spray settings.
- To be replaced free of charge in the event of breakage through normal wear and tear.

6.1.6 Urinal Auto flusher

- Stainless steel
- Automatic flush - after every 24 hours
- Pre flush – optional 2 second pre flush to wet urinal and prevent uric acid build-up on porcelain.

- Activated by an infrared sensor, with a maximum of 65 cm range when a user is in front of the urinal, it registers to flush
- Battery operated with infrared sensor

6.1.7 Toilet roll holder

- Must be lockable to eliminate wastage and theft.
- Must be easy to refill.
- Must accommodate three toilet rolls (TR3)
- The toilet roll holder or locking mechanism will be replaced free of charge in the event of breakage

6.1.8 Automatic air freshener

- Air fresheners and aerosol canister to be installed with batteries included in the service.
- Air fresheners to have automatic and adjustable spray settings.
- Air fresheners will be replaced free of charge in the event of breakage.
- Air fresheners are programmed to work only at certain times.

6.1.9 Anti-theft bracket for automatic air freshener

- To fit standard dispenser
- White coated mild steel

6.1.10 Manual foam/ Liquid soap dispenser

- White coated plastic 400ML foam dispensers
- Foam dispensers must have a reliable, user-friendly pump mechanism.
- Foam dispensers provide economically pre-measured amounts of foam with each pull/push.
- Foam dispensers are completely drip free.
- It is a sealed system, so that the foam do not dry out, deteriorate or become infected.
- The foam dispenser will be replaced free of charge in the event of leakage, faulty pump mechanism and/or breakage through normal wear and tear

6.1.11 Automatic hand paper towel dispenser

- Automatically operated and lockable
- Programmable for length of paper to be dispensed

- Auto cut
- Battery operated

6.1.12 Wall mounted waste paper bin

- Approximately 20 L

6.2 DETAILED SPECIFICATION FOR CONSUMABLES

- All the required consumables should be fitted in the above specified equipment,
- All consumables must be SABS approved and material safety data sheet (MSDS) should be provided,
- All consumables will be replenished by the third party except for the consumables that form part of the regular service,
- Third party training will be provided by the service provider to the cleaning personnel on site,
- The training excludes the removal and service of the nappy (where applicable) and sanitary hygiene bins.

6.2.1 Toilet Paper

- 1 ply and 2 ply toilet paper unwrapped
Note: refer to the pricing template for clarification.
- One (1) ply toilet paper with 500 sheets per roll
- Two (2) ply toilet paper with 350 sheets per roll
- Should be environmentally friendly and recyclable
- Should be supplied in 48 units per bale.
- To be replenished by 3rd party cleaning service providers' staff.
- Toilet paper complies with SANS 1887. Attach proof of compliance

6.2.2 Foam and liquid soap refill

- 800ml foam and 5L liquid refill of scented soap
- Hypo allergenic, anti-bacterial and gentle on the skin
- Dermatologically tested
- Easy to fit soap dispenser cartridge system which is hygienically sealed and non-drips.
- Liquid soap to be anti-clogging
- To be replenished by 3rd party cleaning service providers' staff.

6.2.3 Manual toilet seat sanitizer refill

- 400ml alcohol based refill
- Hypo allergenic, anti-bacterial and gentle on the skin
- Dermatologically tested
- Easy to fit soap dispenser cartridge system which is hygienically sealed and non-drips.
- To be replenished by 3rd party cleaning service providers' staff.

6.2.4 Urinal Mats

- Anti –splash, scented, round mats to be supplied
- To be replaced monthly
- Approximately 18cm in diameter
- Quick draining and should retain its original size
- Hygienic and safe installation and disposal
- To be replaced by the Service provider

6.2.5 Automatic Air-freshener Canister

- Scented automatic air-freshener canister to fit into the supplied mechanism
- Should be environmentally friendly and Chlorofluorocarbon (CFC) free
- Replacement as and when required by the Service provider
- Air fresheners to deodorize and sanitize air in all bathroom facilities.

6.2.6 Manual Hand Sanitiser refill

- 400ml alcohol based refill to be supplied
- Hypo allergenic, anti-bacterial and gentle on the skin
- Dermatologically tested
- Easy to fit hand sanitiser dispenser cartridge system which is hygienically sealed and non-drips.
- To be replenished by 3rd party cleaning service providers' staff.

6.2.7 Hand paper towel 2 ply (folded refill)

- Should be environmentally friendly and recyclable
- Hand paper towel should be biodegradable
- Approximate folded size – W x D 240mm x 90 mm

- Approximate 120 - 150 sheets per pack and 20 - 25 packs per box

6.2.8 Hand paper towel 2 ply (roll refill)

- Should be environmentally friendly and recyclable
- Hand paper towel should be biodegradable
- Width approximately 200mm
- Two (2) ply paper
- Roll length approximately 125 metres
- 6 rolls in a pack

6.2.9 Clear plastic bin liners for waste paper bin

- Should be environmentally friendly and recyclable
- Bin liner should fit into the wall mounted waste paper bin

6.3 DETAILED SCOPE FOR THE SERVICES

- All the required services must be compliant to the National Environmental Management Waste Act of 2008,
- All services should be executed by skilled trained and supervised operators with appropriate personal protective equipment,
- All consumables used as part of services listed below should be SABS approved and material safety data sheet (MSDS) should be provided,
- Please indicate in the table below compliance for the scope of services.

6.3.1 Deep cleaning of ablution areas

- Regular chemical deep cleaning of facilities (wash basins, toilets, urinals)
- Use safe environmentally friendly chemicals when doing deep cleaning.
- Regular preventive maintenance of toilet and washroom facilities.
- Bi-monthly servicing of the areas.

6.3.2 Hygiene sanitary and nappy bins

- Weekly or bi-monthly servicing of the units. Note: refer to the pricing template for clarification
- The bin liners to be replaced with every service.
- Chemicals inactivate all bacterial and viral growth due to the hazards of medical and other types of waste.

- The chemicals should release a bacterial vapour with a pleasant fragrance

6.3.3 Sanitizers for men's urinal; Automatic toilet sanitizer; Urinal Auto flusher & Automatic air freshener

- Batteries and consumables to be replaced as and when required (where applicable)
- Equipment to be serviced at least once a month
- Sanitizers will be replaced free of charge in the event of breakage through normal wear and tear
- Sanitizer liquid cleans, deodorizes and removes deposits.
- Sanitizer liquid is biodegradable

6.3.4 Anti-theft bracket automatic air freshener

To be replaced free of charge in the event of breakage through normal wear and tear

6.3.5 Automatic hand paper towel dispenser

To be replaced free of charge in the event of breakage through normal wear and tear and loss of performance.

To be maintained monthly.

6.4 ADHOC SERVICES

The awarded bidder may be requested to respond to unforeseen incidents. The evaluation of this tender will not be subject to this cost. Quotations will be requested from the winning bidder as and when required for any site awarded to this bidder.

7. MANDATORY REQUIREMENTS:

No.	Requirements to be submitted	Non-submission will result in disqualification
1.	Must be an accredited waste disposal company alternatively supply proof of subcontracting with an accredited waste disposal company	Yes
2.	Fully completed pricing schedule per cluster	Yes
3.	A valid B-BBEE Certificate with Level 2 or 1 contributor OR Sworn Affidavit (whichever applicable according to SBD 6.1)	Yes

8. TECHNICAL EVALUATION CRITERIA:

The following table defines the weighting allocated to each major category that will be used for the evaluation of the bid responses. Each major category is defined further in the sections below:

Functionality	weight
<p>Company's experience</p> <p>Experience (5 points)</p> <p>At least 3 years' experience in providing sanitary and health care services and should provide proof</p> <p>5 points = 3 years and more, 3 points = More than 1 year but less than 3 years 0 points = less than 1 year</p> <p>References (15 points)</p> <p>The bidder must provide an approved award letter, Purchase Order, contract, signed letter from the client or any other proof</p> <p>References (3 valid) showing the following:</p> <ul style="list-style-type: none"> ➤ Name of Company (1 point) ➤ Contactable Contact Details: Telephone, Mobile number (1 point) ➤ Project Description (1 point) ➤ Value of the contract (1 point) ➤ Duration of the project (1 point) 	20
<p>Proof of Qualifications, Skill levels and compliance to relevant Legislation i.e. Occupational Health and Safety Act</p> <p>Proof of qualification</p> <ul style="list-style-type: none"> ➤ Provide a list of trained personnel and indicate the qualification relevant to the hygiene services (5 points) ➤ Provide a list of trained personnel and indicate the qualification relevant to the installation of hygiene equipment (including the qualified installer with proof of qualification) (5 points) <p>Training plan</p> <ul style="list-style-type: none"> ➤ Plan of training and skills transfer to 3rd party staff in the replenishment of consumables i.e. cleaning staff (5 points) 	15
<p>Product certification</p> <ul style="list-style-type: none"> ➤ Catalogue with pictures of all required consumables for this tender, indicating whether the Material Safety Data Sheet (MSDS) are available (2.5 points for catalogue and 2.5 for indication of MSDS) 	10

<p>➤ Catalogue with pictures of all required equipment for this tender, offered should be SABS approved and proof of thereof (As per specification document) (2.5 points for catalogue and 2.5 for indication of SABS approval)</p> <p>Note: Bidder is allowed to attach the catalogues from the current or intended supplier, clearly indicated in the bid cover letter</p> <p>Note: Contract award will be subject to submission of the MSDS within 7/14 days after notification</p>	
<p>Waste disposal process (personnel, transportation and incineration)</p> <p>Bidder must comply with the National Environmental Management: Waste Act</p> <p>➤ The process should clearly indicate how is the sanitary waste disposed outlining the following:</p> <p>Maintaining a clean sanitary – 2 point</p> <p>Transportation of sanitary waste – 4 points</p> <p>Sanitary waste disposal and certificate – 4 points</p> <p>➤ The process should clearly indicate how the human waste is disposed. outlining the following:</p> <p>Maintaining a clean nappy bin – 2 point</p> <p>Transportation of human waste – 4 points</p> <p>Human waste disposal and certificate – 4 points</p> <p>Note: Bidder is allowed to attach the subcontractor's accreditation clearly indicated in the bid cover letter</p>	20
<p>A detailed execution/ project plan with timeframes:</p> <p>➤ Equipment and personnel to install the required equipment on site before commencement date of the contract e.g. hygiene tools to undertake the service and number of units, etc (5 points)</p> <p>➤ The bidder must have an anticipated/ proposed sanitary and health care schedule, inclusive of deep cleaning services (Provide a copy of the programme) (5 points for services & maintenance, 5 points for equipment)</p> <p>➤ Ablution inspection plan, the plan should indicate the frequency, the quality assurer/ hygienist and documentation of the reports (5 points for quality assurer, 2.5 points for indicating frequency and 2.5 points for the sample report)</p> <p>➤ Contingency plan in case where there will be a stolen or broken equipment and shortage on consumables (5 points for equipment, 5 points for consumables)</p>	35

Total	100
Failure to meet 65% threshold on technical evaluation will result in disqualification	65%

Annexure D - Detailed Office Clusters with addresses

Regions	Cluster	Offices in cluster	Commencement date of new contract	Address
A-Limpopo	A	Polokwane	1 st October 2017	40 Landros Mare Street, Polokwane
		Lebowakgomo	1 st October 2017	Parliamentary Building, Block 4, Legislative Wings, Lebowakgomo
		Giyani	1 st October 2017	Main Road, Department of Justice, Parliament Building, Giyani
		Sibasa/Thohoyandou	1 st October 2017	Old Doctor Tshivase Surgery, 756 Main Road, Thohoyandou
		Musina Customs Warehouse	1 st October 2017	Musina SANDF Base, Musina
B-Mpumalanga	B	Witbank	1 st October 2017	Cnr Paul Kruger & Botha Roads, Province Building
		Standerton	1 st October 2017	29 Church Street
		Nelspruit	1 st October 2017	31 Citrus Crescent , Extension 7
C- North West	C	Mmabatho	1 st October 2017	Kgomongwe House, Cnr Barokologadi & Athlaping Streets
		Rustenburg	1 st October 2017	39 Heystek Street
		Klerksdorp	1 st October 2017	Cnr Anderson & Voortrekker Streets
D- Free State & Northern Cape	D	Central Government Building	1 st October 2017	Cnr Aliwal & Nelson Mandela Drive
		Fedsure Building	1 st October 2017	49 Maitland Street
		Ladybrand	1 st October 2017	13 Joubert Street
		Kroonstad	1 st October 2017	LMC Centre, Cnr Hill & Steyn Streets
		Welkom	1 st October 2017	Cnr Graaf & Tulbagh Streets
		Bethlehem	1 st October 2017	Maluti Square. Cnr Cambridge & Church Streets
		Kimberley	1 st October 2017	Old Toyota Building, Cnr Bean & Crossman Streets
		Anchorley TPS	1 st October 2017	Anchorley Building
		Anchorley Customs	1 st October 2017	Anchorley Building
		Station Building	1 st October 2017	Station Building
E- Eastern Cape	E1	Port Elizabeth Detector Dog Unit	1 st October 2017	Forrest Hill Drive, Forrest Hill
		Port Elizabeth Receiver of Revenue	1 st October 2017	Cnr Whytes Road, St Mary's Terrace

		Port Elizabeth State Warehouse	1 st October 2017	32 D Mowbrey Street, Newton Park
		Port Elizabeth Airport	1 st October 2017	SAA Cargo Offices, 5 th Avenue, Walmer
		Sanlam Building Port Elizabeth	1 st October 2017	3 Chapel Street
		Uitenhage Receiver of Revenue	1 st October 2017	5 Young Street
	E2	Mthatha	1 st October 2017	Hillcrest Shopping Centre
		Old Revenue & Reserve Bank Buildings	1 st October 2017	Cnr Station & Terminus Streets
		Waverley building	1 st October 2017	3-36 Phillip Frame Road, Waverley Park, Chiselhurst
F- KwaZulu-Natal	F1	Trescon Building	1 st October 2017	201 West Street
		Pinetown	1 st October 2017	36 Kings Road
		Pietermaritzburg	1 st October 2017	9 Armitage Road ,Bird Sanctuary
		Newcastle	1 st October 2017	Victoria Mall, 36 Scott Street
		King Shaka International	1 st October 2017	King Shaka International Airport
		Umhlanga	1 st October 2017	29 Equinox Road, Umhlanga Ridge
	F2	Port Shepstone	1 st October 2017	16 Bisset Street
		Richards Bay Customs	1 st October 2017	10 Dollar Street
		Richards Bay TPS	1 st October 2017	Bay Side Mall
		Customs House/ Cato Creek	1 st October 2017	Bay Terrace Road
		New Pier Scanner Unit	1 st October 2017	Durban Container Terminal, Langerberg Road
		Albany House	1 st October 2017	61-62 Victoria Embankment
		New Pier States Warehouse	1 st October 2017	Bayhead Road, New Pier, Maydon Wharf, Pier 1
G- Western Cape	G1	Mossel Bay	1 st October 2017	67 Bland Street
		George	1 st October 2017	York Park Building, 93 York Street
		Beaufort West	1 st October 2017	Church Street
		Oudtshoorn	1 st October 2017	Allied Building, Church Street
	G2	Cape Town State Warehouse	1 st October 2017	Cape Town Harbour
		Project 166	1 st October 2017	22 Hans Strijdom Street, Cape Town
		Lower Long Receiver Of Revenue	1 st October 2017	17 Lower Long Street, Cape Town
		Parliamentary Services Unit	1 st October 2017	90 Plein Street, Cape Town
		Saldanha	1 st October 2017	Port of Saldanha, Saldanha Bay

		Mitchells Plain receiver Of Revenue	1 st October 2017	Promenade centre, Cnr AZ Berman and Morgenster Roads
	G3	Paarl	1 st October 2017	Rhoba Building, 19/20 Market Street
		Worcester	1 st October 2017	Naude Building, 59 Church Street
		Stellenbosch	1 st October 2017	Valerida Centre, Cnr Piet Retief & School Streets
		Sable Centre	1 st October 2017	c/o Teddington & De Lange Street, Bellville
		Cape Town International	1 st October 2017	Cape Town International Airport
		Cape Mail	1 st October 2017	Post Office Building, Good Showground , Epping
		Cape Town Scanner Site	1 st October 2017	Duncan Road, Cape Town Harbour
H - Gauteng Central	H1	Randburg	1 st November 2017	40 Hill Street
		Soweto Dube	1 st November 2017	Office 13, Ekhaya Centre, Ground Floor, 2223 Mncube Drive, Soweto
		Soweto Bara	1 st November 2017	Cnr Dynamo Drive & Chris Hani Road, Power Park, Orlando
		Rissik Street	1 st November 2017	4 Rissik Street
		Roodepoort	1 st November 2017	Horizon Shopping Centre, Sonop Street
		Kaserne State Warehouse	1 st November 2017	Maritzburg Road, City Deep
		Krugersdorp	1 st November 2017	40 Kobie Krige Street
		Randfontein	1 st November 2017	39 Stubbs Street
	H2	Megawatt Park	1 st November 2017	Eskom Building, 1 Maxwell Street, Sunninghill
		Lanseria International Airport	1 st November 2017	Lanseria International Airport
		Colenso Building	1 st November 2017	Dale street, Midrand
I – Gauteng South	I	Alberton Campus	1 st November 2017	McKinnon Crescent , New Redruth
		Alberton Receiver Of Revenue	1 st November 2017	49 New Quay Road
		Benoni	1 st November 2017	65 Howard Avenue
		Boksburg	1 st November 2017	Cnr Atlas & Racecourse Roads, Extension 9, Anderbolt
		Edenvale	1 st November 2017	Cnr Hendrik Potgieter & Van Riebeeck Streets
		Nigel	1 st November 2017	Cnr Hendrik Verwoerd & 4 th Avenue
		Vereeniging	1 st November 2017	Cnr Joubert & Merriman Streets
		Springs	1 st November 2017	No. 20, Sanlam Building, 7 th Street
		New Agents Building	1 st November 2017	New Agents Building, OR Tambo International Airport

		ORTIA International Airport	1 st November 2017	OR Tambo International Airport
J – Head Office	J	Khanyisa	1 st November 2017	281 Middel Street, Brooklyn
		VDU	1 st November 2017	Middel Street, Brooklyn, Pretoria
		Pavilion	1 st November 2017	C/O Tram and Bronkhorst Street
		Walker Creek	1 st November 2017	90 Queen Wilhelmina Street, Mukleneuk
		Veale Street	1 st November 2017	271 Veale Street, Nieuw Mukleneuk, Brooklyn
		Le Hae La SARS	1 st November 2017	299 Bronkhorst Street, Brooklyn
		Brooklyn Bridge	1 st November 2017	570 Fehrsen Street, Brooklyn
K - Gauteng North	K	Main Building -Pretoria	1 st November 2017	Cnr Schoeman & Van Der Walt Streets, Pretoria
		Prospect House	1 st November 2017	Cnr Schoeman & Van Der Walt Streets, Pretoria.
		Customs House – Pretoria	1 st November 2017	136 Schoeman Street, Pretoria.
		Iscor Warehouse	1 st November 2017	Roger Dyason Street, Pretoria
		Silverton Warehouse	1 st November 2017	421 Rustic Road, Silvertondale
		Pretoria North	1 st November 2017	North Park Mall, Cnr Rachell De Beer & Burger Streets, Pretoria North
		Doornkloof Office Park	1 st November 2017	7 Protea Street, Doringkloof, Pretoria
		Ashlea Gardens	1 st November 2017	31 Lebombo Road, Ashlea Gardens, Pretoria
		Menlyn Corner (Office of the Tax Ombudsman)	1 st November 2017	Menlyn Corner, Frikkie De Beer Street, Menlyn
		Riverwalk Office Park	1 st November 2017	Cnr Matroosberg and Garsfontein Roads, Ashlea Gardens

Annexure D - Cluster Tick sheet

Regions	Cluster	Offices in Cluster	Please tick the Clusters bided for
1.	A	Polokwane	
		Lebowakgomo	
		Giyani	
		Sibasa/Thohoyandou	
		Musina Customs Warehouse	
2.	B	Witbank	
		Standerton	
		Nelspruit	
3.	C	Mmabatho	
		Rustenburg	
		Klerksdorp	
4.	D	Central Government Building	
		Fedsure Building	
		Ladybrand	
		Kroonstad	
		Welkom	
		Bethlehem	
		Kimberley	
		Anchorley TPS	
		Anchorley Customs	
		Station Building	
5.	E1	Port Elizabeth Detector Dog Unit	
		Port Elizabeth Receiver of Revenue	
		Port Elizabeth State Warehouse	
		Port Elizabeth Airport	
		Sanlam Building Port Elizabeth	
		Uitenhage Receiver of Revenue	
6.	E2	Mthatha	
		Old Revenue & Reserve Bank Buildings	
		Waverley building	
7.	F1	Trescon Building	
		Pinetown	
		Pietermaritzburg	
		Newcastle	
		King Shaka International	
		Umhlanga	
8.	F2	Port Shepstone	
		Richards Bay Customs	
		Richards Bay TPS	
		Customs House/ Cato Creek	
		New Pier Scanner Unit	
		Albany House	
		New Pier States Warehouse	
9.	G1	Mossel Bay	
		George	
		Beaufort West	
		Oudtshoorn	
10.	G2	Cape Town State Warehouse	
		Project 166	
		Lower Long Receiver Of Revenue	
		Parliamentary Services Unit	
		Saldanha	
		Mitchells Plain receiver Of Revenue	
		Paarl	

		Worcester	
		Stellenbosch	
		Sable Centre	
		Cape Town International	
		Cape Mail	
		Cape Town Scanner Site	
12.	H1	Randburg	
		Soweto Dube	
		Soweto Bara	
		Rissik Street	
		Roodepoort	
		Kaserne State Warehouse	
		Krugersdorp	
		Randfontein	
13.	H2	Megawatt Park	
		Lanseria International Airport	
		Colenso Building	
14.	I	Alberton Campus	
		Alberton Receiver Of Revenue	
		Benoni	
		Boksburg	
		Edenvale	
		Nigel	
		Vereeniging	
		Springs	
		New Agents Building	
		ORTIA International Airport	
15.	J	Khanyisa	
		VDU	
		Pavilion	
		Walker Creek	
		Veale Street	
		Le Hae La SARS	
		Brooklyn Bridge	
16.	K	Main Building -Pretoria	
		Prospect House	
		Customs House – Pretoria	
		Iscor Warehouse	
		Silverton Warehouse	
		Pretoria North	
		Doornkloof Office Park	
		Ashlea Gardens	
		Menlyn Corner	
		Riverwalk Office Park	

Notes:

- SARS operates from various offices across all provinces and anticipate appointing a service provider/s as per the indicated cluster/s.
- All the offices in each cluster must be priced accordingly, failure to fully complete pricing schedule per cluster will lead to disqualification for that specific cluster.
- SARS reserves the right not to award more than three clusters per Service Provider
- SARS reserves the right to add or remove some of these offices.