

**Office**  
Pretoria

**Enquiries**  
Ms Vuyokazi Ntshinga

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**Room**  
Linton House , Ground  
Floor, Brooklyn Bridge ,  
Pretoria

**Reference**  
RFP 07/2017

**Date**  
2016-06- 02

TO WHOM IT MAY CONCERN

**South African Revenue Service**  
Pretoria Head Office  
570 Fehrsen Street  
Brooklyn Bridge  
Pretoria  
P O Box 2127, Groenkloof, 0027  
Telephone (012) 422-6821  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

Dear Sir/Madam,

**REQUEST FOR PROPOSAL : PROVISION OF EMPLOYEE RECOGNITION &  
AWARDS AND RELATED SERVICES**

**BRIEFING SESSION : 07 June 2017 AT 14H00**

**CLOSING DATE : 03 July 2017 AT 11H00**

**TENDER NUMBER : RFP 07/2017**

You are invited to submit a proposal for the appointment of a service provider to review SARS GRAP accounting policies and procedures as indicated in the attached tender forms.

The conditions contained in the RFP document and SARS Procurement Policy is applicable. This information will be treated as strictly confidential.

The bid document must be wrapped and sealed in accordance with the instructions contained in the RFP document and on which the following information is clearly indicated:

- a) The name and address of the bidder.
- b) Bid reference number, RFP 07/2017.
- c) Closing date and time 03 July 2017 at 11H00.

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

- 1. All bids must be submitted in original, hard copy format and in electronic format in accordance with the instructions in the RFP document;
- 2. Bid documents may either be posted to the Tender Office - SARS Procurement Department, Linton House, 570 Fehrsen Street, Brooklyn Bridge, Brooklyn, Pretoria, 0181 or placed in the tender box at the main entrance at the aforesaid address;



*South African Revenue Service*

3. Bid documents will only be considered if received by SARS before the closing date and time, regardless of the method used in point 2 above;
4. Late bids will not be accepted and shall be returned to bidders.

Please direct all enquiries to Ms Vuyokazi Ntshinga via email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) and copy [rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)

The bid forms must be completed fully.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Johnstone Makhubu', is written over a horizontal line.

**JOHNSTONE MAKHUBU**  
**GROUP EXECUTIVE: PROCUREMENT**