

**PROCUREMENT
CENTRE**

Office
Pretoria

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

Tender Office
0124224078
0810379162

Technical Enquiries

Email
tenderoffice@sars.gov.za

Reference

RFP 29/2023

Date

14 August 2023



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 29/2023
Description & Contract term:	PROVISION OF REGULATORY COMPLIANCE MANAGEMENT SOFTWARE TOOL FOR A PERIOD OF FIVE (5) YEARS
Virtual briefing session date and registration:	<p>The non-compulsory briefing session will be held on 22 August 2023 @ 11:00 am/ 2 hours virtually via Microsoft Teams meeting and can be accessed at the following link:</p> <p>Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 348 479 474 151 Passcode: WBHjap Download Teams Join on the web Learn More Meeting options</p> <p>Bidders will register for attendance of the non-compulsory briefing session by leaving their names and company their representing on the chat box.</p>
Bidders to submit written questions on or before:	From 14 August 2023 to 05 September 2023
SARS to respond to bidders' written questions on or before:	From 17 August 2023 to 08 September 2023

CLOSING DATE AND TIME (proposals due):	12 September 2023 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.
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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: 14/08/2023