

**PROCUREMENT  
CENTRE**Office  
PretoriaEnquiries  
Mr. Aser MakgateTelephone  
(012) 422 - 6821Facsimile  
(086) 612 - 5232Room  
Linton House, Ground  
Floor, Brooklyn Bridge,  
PretoriaReference  
RFP 31/2015Date  
2015-10-23

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  
[rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)

Dear Sir/ Madam,

**REQUEST FOR PROPOSAL : PROVISION OF INCAPACITY LEAVE AND ILL-HEALTH  
RETIREMENT****CLOSING DATE : 07 DECEMBER 2015 AT 11H00****TENDER NUMBER : RFP 31/2015**

You are invited to submit a Request for Proposal for the service as indicated in the attached tender forms.

The conditions contained in the RFP and SARS Procurement Policy are applicable.

The bid document which the information will be treated as strictly confidential 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 31/2015.
- c) Closing date and time, 07 December 2015 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;
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.

The bid forms must be completed fully.

Please direct all enquiries to Aser Makgate on (012) 422 6821 and email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) and copy [rft-professionalservices@sars.gov.za](mailto:rft-professionalservices@sars.gov.za)

Yours faithfully,

  
**PRAKASH MANGREY**  
**ACTING EXECUTIVE: - PROCUREMENT**

29/10/2015 12425