

## FINANCE

### PROCUREMENT CENTRE

Office  
Pretoria

Enquiries  
Mr A Taljaard

Telephone  
(012) 422-6821

Room  
Brooklyn Bridge, Linton  
House Ground Floor,  
570 Fehrsen Street,  
Brooklyn, PTA

Reference  
RFP 44/2016

Date  
2017-03-06



South African Revenue Service

South African Revenue Service  
Pretoria Head Office  
299 Bronkhorst Street,  
Nieuw Muckleneuk, 0181  
P O Box 2127, Groenkloof, 0027  
Telephone (012) 422-4000  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)  
[www.sars.gov.za](http://www.sars.gov.za)

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

**REQUEST FOR PROPOSAL** : Design, Supply, Install and Commission of  
an Ergonomic Refresh for the South African  
Revenue Service Alberton Contact Centre

**CLOSING DATE** : 24 March 2017 at 11:00 AM

**COMPULSORY BRIEFING SESSION** : 15 March 2017 at 10:00 AM

**TENDER NUMBER** : RFP 44/2016

You are invited to submit a bid for the service as indicated in the attached bid documents.

The conditions contained in SARS External Procurement Policy are applicable which can be accessed from the SARS website under Procurement at [www.sars.gov.za](http://www.sars.gov.za). Your submission 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 number – **RFP 44/2016**
- c) Closing date – **24 March 2017 at 11H00 am**

1. All bids must be submitted in original, hard copy format and CD format
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.

SARS reserves the right to make no award, to award some of the services or to award all of the items to one or more responsive bids.

The bid documents must be completed fully.

Yours faithfully

**Mr Johnstone Makhubu**  
**GROUP EXECUTIVE: PROCUREMENT**