

PROCUREMENT CENTRE

Office  
Pretoria

General Enquiries and  
Technical Enquiries  
Email  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

Reference  
RFP 39/2024

Date  
17 April 2024



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 39/2024
Description & Contract term:	Appointment of a Group Life Insurer for a Period of sixty (60) months
Bidders to submit written questions on or before:	From 17 April 2025 to 30 April 2025 at 16H00
Virtual briefing session date and registration:	A compulsory briefing session will be held on 24 April 2025 at 11H00 virtually via Microsoft Teams meeting and can be accessed at the following link: <a href="#">Join the meeting now</a>
SARS to respond to bidders' written questions on or before:	06 May 2025
CLOSING DATE AND TIME (proposals due):	27 May 2025 at 11H00  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.

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:

<b>1 x Hardcopy submission</b>	One (1) hardcopy submission clearly marked.  A "hardcopy submission" means an A4 ring bound lever arch file.
<b>1 x Electronic submission</b>	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](mailto:tenderoffice@sars.gov.za).

Yours Faithfully,



**NAME: KOVILAN RAJARUTHNAM**

**ACTING BUSINESS AREA HEAD: ACQUISITION MANAGEMENT**

**DATE: 2025/04/17**