

**PROCUREMENT  
CENTRE**

**Office**  
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**Enquiries**  
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Linton House,  
Ground Floor,  
Brooklyn Bridge,  
Pretoria

**Reference**  
RFP 16/2018

**Date**  
2018/03/09



*South African Revenue Service*

TO WHOM IT MAY CONCERN

South African Revenue Service  
Pretoria Head Office  
570 Fehrnsen Street  
Brooklyn Bridge  
Pretoria  
P O Box 2127, Groenkloof, 0027  
Telephone (012) 422-4000  
[tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za)

Dear Sir/Madam,

**REQUEST FOR PROPOSAL : PROVISION OF TRAVEL MANAGEMENT  
AND RELATED SERVICES**

**CLOSING DATE : 28 MARCH 2018 AT 11H00**

**TENDER NUMBER : RFP 16/2018**

You are invited to submit a proposal for the Provision of Travel Management and Related Services.

The conditions contained in the RFP and the SARS Procurement Policy (available on the SARS website) is applicable. The bid document must be sealed in an envelope on which the following information is clearly indicated:

- a) The name and address of the tenderer
- b) Tender number
- c) Closing date and time

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

- 1. All bid documents must be submitted 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 Fehrnsen 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 to send or deliver such documents to SARS; and
4. Late bids will not be accepted.

Please direct all enquiries to Vuyokazi Ntshinga on (012) 647 9569 and email: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) OR [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 'MR Moalosi Borotho', is written over a horizontal line.

**MR Moalosi Borotho**  
**ACTING GROUP EXECUTIVE: PROCUREMENT**