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| <b>Subject</b>   | <b>Staff Verification Specifications</b>    |
| <b>Reference</b> | <b>RFP21/22/19/Verification for SAPO/RM</b> |



The information contained within this submission is considered proprietary and confidential. No inappropriate and/or unauthorised disclosure of this submission is allowed.

## 1. BACKGROUND

The South African Post Office is a State Owned Company (SOC) (Telecommunication Company) The Company which has a national footprint in all the provinces known as SAPO Regions.

The demarcation of regions overlaps political provinces to form six (6) regions whilst politically there are nine (9) provinces.

The South African Post Office has a large workforce that reflects the demographics of the country. As at 30 August 2021 SAPO has a total of fifteen thousand five hundred and twenty one (15 521) employees as indicated below:

| Region        | Staff Number |
|---------------|--------------|
| Central       | 1 791        |
| Eastern       | 1 352        |
| Gauteng       | 5 477        |
| Head Office   | 547          |
| KwaZulu-Natal | 2 019        |
| Northern      | 1 860        |
| Western       | 2 475        |
| Total         | 15 521       |

## 2. OBJECTIVES OF THE BID

2.1 The aim is to appoint suitable service provider to conduct staff verification services at SAPO nationally. The exercise would entail identification of employees in the company and verifying and authenticating each individual employee's identify number with the Department of Home Affairs for proof of life.

2.2 The project must be completed within the period of three (3) months from the effective date of the contract.

**Note:** SAPO working days are Monday to Friday from 8h00 to 16h00 and exclude weekend and public holidays.

## 3. BUDGET

No budget is available for this project. The bidder will charge SAPO percentage based on the saving for the organisation.

## 4. SCOPE OF WORK

**The service provider must;**

- 4.1 Conduct staff verification of employees in the company nationally.
- 4.2 Verify an authenticate each individual employee's identity number with the Department of Home Affairs for proof of life.
- 4.3 Service providers must provide progress update and report on verifications within agreed time frame.

- 4.4 The preferred service provider should be well capacitated in terms of own expertise (human resources), working tools and equipment (technology) to pursue the project on behalf of SAPO successfully.
- 4.5 The service provider must have at least 2 years' experience (The two years' experience can be with one or different companies/ clients) in conducting the staff verification project. The service provider must provide proof of the two years' experience by completing and submitting **Annexure K** indicating all clients the service provider has rendered the service to.

**NB: The successful bidder will be required to comply with the POPI Act.**