

## **BBBEE Accreditation Specification**

### **1. Background**

The South African Post Office SOC is wholly owned by the state. It is part of a group of companies that make up the Post Office Group. Others are Docex and Postbank. The Post Office Group employs around eighteen thousand (18000) people. They are spread all over the country in regional offices in Durban, Port Elizabeth, Cape Town, Bloemfontein, Johannesburg and bulk of the staff is at Head Office in Pretoria. The main activities are Postal and Financial services.

### **2. Invitation**

The Post Office invites eligible and accredited service providers to submit a written quotation on the prescribed form, to conduct a BBBEE verification exercise on the Group. The quotation must be in the form of a proposal and must outline the following:

- Methodology.
- Verification for one (1) year.
- Assisting the organization to move from a non-compliant status to a credible procurement level. Detail interventions to help the organization.
- Cost implications including VAT.
- Submit at least three (3) reference letters where similar work of the same size and stature has been completed.

### **3. Objective of the service**

To conduct on site verification of the Post Office in compliance with the requirements set by the Department of Trade and Industries and SANAS.

### **4. Scope of work**

The BBBEE verification process will provide a detailed report and a certificate for one (1) after the expiry of the current certificate.

## **5. Elements of the Proposal**

1. Cost Structure
2. Overview of the operating structure
3. Describe the resources you will deploy to deliver the required service and support
4. In listing key resources to be deployed, indicate project roles, relevant qualifications, certifications, skills and experience
5. Refer to your track record and experience in the delivery of this type of service
6. Describe how you manage client relationships (Points of contact, managing interactions, reporting, quality, service level agreements e.t.c.)

## **6. Supporting documents**

- Valid Tax Clearance Certificate
- Valid BEE Certificate(if interested in Preference Points)
- Copy of SANAS accreditation certificate
- Proof of CSD registration