

**SOUTH AFRICAN POST OFFICE SOC LIMITED**

Corner Moreleta Street and  
James Drive  
Silverton  
Pretoria  
0184

PO Box 4162  
Pretoria  
0001

Telephone: 012 845 253  
Facsimile : 0862 454 714  
E-mail: Lungile Nkomo@postoffice.co.za/  
Rosalia Malangabi@postoffice.co.za

**RE: RFP21/22/21/END TO END PROCESS FOR CASH RECONCILIATIONS AND  
RECOVERIES/LN**

**OPENING DATE: 18 OCTOBER 2021 at 11:00AM**

**CLOSING DATE: 08 NOVEMBER 2021 at 11:00AM**

**Dear Sir /Madam**

Your company is hereby invited to submit a proposal for the provision of the end to end cash reconciliation management services for a period not exceeding twelve (12) months.

Your proposal should be addressed as follows:

**General Manager: Procurement (Supply Chain Management)**  
Attention: Lungile Nkomo (Act. Manager : Procurement)  
South African Post Office SOC Limited  
Corner James Drive and Moreleta Street  
SILVERTON  
PRETORIA

Bidders must place their proposals in the 'Tender' Box inside the entrance gate to the Supply Chain Management's premises, at the address indicated above. A soft copy of the proposal must be included with the bidder's proposal

The tender box is accessible to the public 24 hours per day, 7 days per week. The measurements of the "tender box slot" are 450mm wide x 250mm high, and you must ensure that documents/files are not larger than the above dimensions. Files, which are too bulky (i.e. more than the above mentioned dimensions) must please be split into two or more files.

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**Directors:** Ms C vd Sandt (Acting Chairperson), Mr S Majombozi (Acting Dep-Chairperson); Ms N Ngonyama; Ms Y Myakayaka-Manzini,  
Ms N Pietersen, Mr S Nkese, Mr E Lekgau, Mr S Phillip, Ms N Mona (GCEO), Mr L Govender (AGCFO);  
Ms Z Ntsikeni (Acting GCOO); Mr D Dada (Company Secretary)  
Reg Name: Suid-Afrikaanse Poskantoor (SOC) Ltd  
Registration number: 1991/005477/30, FSP 43462

The compulsory briefing session will be held virtually via ZOOM and the details are as follows:

**Date:** 25 October 2021

**Time:** 09h00am to 11h00am

**Zoom Meeting Logon Details**

**ID:** 814 7281 5289

**Passcode :** 475500

Contact persons : Lungile Nkomo/ Rosalia Malangabi  
Telephone : 012 845 2553/2432  
Mobile : 073 285 7271/ 072 414 5154  
E-mail : [Lungile.Nkomo@postoffice.co.za/](mailto:Lungile.Nkomo@postoffice.co.za)  
[Rosalia.Malangabi@postoffice.co.za](mailto:Rosalia.Malangabi@postoffice.co.za)

All enquiries shall be addressed, **in writing**, to the attention of the above-mentioned Post Office official and bidders should note that **late documents will not be considered**.

Yours sincerely



**SHUMI SONTANGE**

**ACTING GE: SUPPLY CHAIN MANAGEMENT**

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**Directors:** Ms C vd Sandt (Acting Chairperson), Mr S Majombozi (Acting Dep-Chairperson); Ms N Ngonyama; Ms Y Myakayaka-Manzini, Ms N Pietersen, Mr S Nkese, Mr E Lekgau, Mr S Phillip, Ms N Mona (GCEO), Mr L Govender (AGCFO); Ms Z Ntsikeni (Acting GCOO); Mr D Dada (Company Secretary)  
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