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AHT0000025782

SCOPE OF WORK

DESCRIPTION: B-BBEE ADVISORY SERVICES

1. INTRODUCTION

PetroSA wants to engage the services of a BBEE service provider to assist the organisation in achieving and maintaining compliance with BBEE regulations, developing and implementing a BBEE improvement plan, providing training to PetroSA employees on BBEE principles and a BBEE tracking tool for ongoing monitoring and reporting.

2. SCOPE OF SERVICES

The Service Provider must provide the following:

2.1 Regulatory Compliance Assessment:

- Conduct a thorough assessment of PetroSA's current BBEE compliance.
- Identify gaps and areas for improvement in alignment with the BBEE Codes of Good Practice.

2.2 BBEE Improvement Plan:

- Develop a comprehensive BBEE improvement plan tailored to PetroSA's specific needs.
- Prioritize initiatives to maximize impact on BBEE scorecard improvement.
- Set realistic and measurable targets for each BBEE element.

2.3 Training Program:

- Design and deliver BBBEE specialized training for management and staff involved in BBBEE implementation.
- Cover key BBBEE concepts, regulations, and the importance of compliance.

2.4. BBBEE Tracking Tool:

- Design and develop a customized BBBEE tracking tool to monitor PetroSA's progress.
- Ensure the tool aligns with the BBBEE scorecard requirements and is user-friendly.
- Include features for real-time data entry and reporting.

2.5. Implementation:

- Facilitate the integration of the tracking tool into PetroSA's existing systems.
- Provide training to relevant personnel for effective utilization of the tool.
- Establish protocols for data accuracy and consistency.

2.6. Reporting and Monitoring

2.6.1. Regular Progress Reports:

- Provide regular progress reports on PetroSA's BBBEE status.
- Highlight achievements, challenges, and recommended adjustments to the improvement plan.

2.6.2 Ongoing Support:

- Offer continuous support for queries, clarifications, and guidance on BBBEE matters.
- Conduct periodic reviews to ensure sustained compliance and improvement.
- Confirm PetroSA's readiness for BBBEE verification.

Present a budget proposal covering all aspects of the BBBEE advisory services, including training, tool development, and ongoing support.

This Scope of Work aims to guide the BBBEE advisory services for PetroSA, ensuring a comprehensive approach to compliance, improvement, training, and monitoring. The successful implementation of this scope will contribute to PetroSA's enhanced BBBEE performance and alignment with industry best practices.

3. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Banzi Dlamini** in the Tender Office at telephone no. **(021) 929-3202**, or e-mail address banzi.dlamini@petrosa.co.za.