

## **BBBEE Accreditation Specification**

### **1. Background**

The Document Exchange Pty Ltd (Docex) is a subsidiary of the South African Post Office Group. Docex core business entails the secure collection, processing and delivery of documents that contain confidential and sensitive information. Docex is a market leader in this niche segment of the courier sector and currently operates mainly in the Legal, Medical, Financial and Travel sectors of South Africa.

Docex utilises a national closed-loop network that is only accessible to subscribers, ensuring the validation, verification, and secure delivery of physical and digital information anywhere and anytime. Docex has nine main branches located in major cities across the country. Within a 15km radius of the magisterial district, Docex main branches enable members to conveniently submit documents to the courts. Additionally, Docex has over 300 exchanges servicing secondary towns and cities nationally. Onsite document distribution services for high volume customers are also available.

### **2. Invitation**

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

- Methodology..
- 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 Docex 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.

## **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