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SHREDDING OF DOCUMENTS FOR DEPARTMENT OF HEALTH

CONCEPT DOCUMENT

Prepared by

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1 Introduction

In a recent tender process published by the Department of Health, it appears that the Department is seeking assistance from service providers in the provision of Shredding of documents. Although we, the POPATRO TRADING AND PROJECTS, did not specifically tender for this particular Previous contract, we feel that we are in a position to provide the Department with relevant Service that could be of great benefit to the Department for destroying this confidential information on the department premises according to the department specifications.

Problem statement: It appears that it is currently very difficult for the Department of Health to this kind of service provider, in particular shredding of this confidential documents.

Within the POPATRO TRADING AND PROJECTS, we have an extensive track record on shredding such sensitive documents, amongst other things. We are in a position to provide a fairly rapid Service for the department.

2 Methodology

2.1 Baseline Onsite Shredding of documents

Our approach is to Shred onsite/on you premises, all relevant units in the department will be able to get this kind of service from us by using this moving machines that can be used to provide the Department with a valuable services in the whole department.

We have, over the last 7 years, been in business shredding of confidential documents/ data products which are being used to different companies. This includes the shredding and disposal of documents on customer's specifications. hereby provided the necessary tools to destroy the data.

Project management & execution

All activities of project teams are typically managed by a dedicated Project Manager. POPATRO TRADING AND PROJECTS has a fully fledged project management office that can deployed in any field to assist with effective project management of their projects.

The standard **project management approach** that is used includes four basic steps:

- **Planning:** devising a systematic process of obtaining goals;
- **Organizing:** arranging the necessary resources to accomplish the goals;
- **Leading:** guiding, and overseeing of resources to achieve the goals;
- **Controlling:** verifying that actual performance matches the plan and achieve the goals, and take corrective action where required.

The work of the Project Manager will be to combine, allocate, coordinate and deploy resources in such a way that it can attain the goals set by the Department, through effective planning, organizing, leading, and controlling.

3 Concluding remarks

The POPATRO TRADING AND PROJECTS feels that we may be in a position to assist the Department of Health to improve their understanding of destroying of highly confidential information to ensure that the safety of the client and the South African public inhabitants are uplifted and provided the necessary levels of service delivery whilst offering them opportunities.

4 Contact details should you require more information

We would welcome an opportunity to discuss this further. Please feel free to contact us at the following numbers/email should you require more information.

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