

**SCHEDULE 1 – SCHEDULE OF REQUIREMENTS**

<b>DESCRIPTION</b>	<b>STANDARD TERMS AND CONDITIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF LAUNDRY/DRY-CLEANING SERVICES ON AN AD HOC BASIS FOR CIVIL MAINTENANCE DEPARTMENT IN THE PORT OF RICARDS BAY FOR A PERIOD OF 36 MONTHS</b>
<b>SERVICE PROVIDER</b>	_____
<b>CONTRACT NUMBER</b>	<b>TNPA/2023/10/0004/44649/RFQ</b>
<b>DURATION</b>	<b>36 MONTHS</b>
<b>COMMENCEMENT DATE</b>	<b>TBC</b>
<b>EXPIRY DATE</b>	<b>TBC</b>

With reference to the Standard Terms and Conditions of Contract, Reference Number **TNPA/2023/10/0004/44649/RFQ** dated **TBC** ("Contract") between Transnet SOC Ltd ("Transnet") and **TBC** (the "Service Provider") pursuant to which you have agreed to perform certain services for TNPA on behalf of Transnet subject to such Contract.

The defined terms in the Contract will, unless otherwise indicated, have the same meaning in this Schedule of Requirements. In consideration of the mutual covenant and agreements contained in the Contract and in this Schedule of Requirements, it is agreed as follows:

## **1. Description of the Services**

The scope of services to be performed by the service provider is the provision of Laundry/Dry-Cleaning Services for the Civil Maintenance Department on an Ad hoc basis at the Port of Richards Bay for a period of 36 months. The details for the services to be provided are as stipulated in clause 2 below.

## **2. Scope of Services**

- The service provider shall collect and return items/batches from various departments on the stipulated days i.e., Marine, Berthing services, Infrastructure.
- All items to be washed with non-irritable detergents and softeners, ironed, folded, bundle tied/wrapped.
- Personalized identification tags must be attached to all items by the Contractor as and when required.

Items included on this contract:

- T-Shirts
- White shirts
- Full Overall
- Top- Overall
- Pants- Overall
- Pants
- Bunker Pants
- Shorts
- Tablecloth
- Utility Jacket
- Bunker Jacket
- Jersey
- Reflective vest
- Banner
- Pole flag
- Blanket
- Overlay
- Pop-up banner
- Gazebo covering
- Soccer socks
- Soccer bibs
- Soccer jersey bag
- Flasher hood

- Stitching
- Rain suit pants
- Rain suit jacket

## **CYCLE DAYS**

The service shall be required twice a week with a basic cycle time of maximum four (4) days as follows:

**Cycle 1:** Collect on Tuesdays and deliver on Thursdays.

**Cycle 2:** Collect on Fridays and deliver on Mondays.

In the case of a public day coinciding with the above cycles, collection and/or delivery can be moved a day earlier or later if applicable.

## **DELIVERY**

The items are to be collected from the Departments/sections concerned (i.e., Marine, Berthing services Infrastructure, Corporate Services) and to be delivered on the same address. It must be noted that quantities are not fixed and may vary from each collection.

## **SITE ARRANGEMENTS:**

### **Access to site**

Access to the worksites shall be through the entrances to the Port.

### **Construction Site**

No construction site / Site establishment shall be necessary.

### **Entrance Security Permits**

The Contractor shall take out temporary entry permits for all staff working within the Port. All costs incurred shall be borne by the Contractor or his staff and shall be included in the tendered rates.

### **Damage to Existing Structures**

The Contractor shall be held responsible for any damage to clothing items once one their hands; and shall replace it with the same as damaged item, must be to the satisfaction of the Project Manager on conclusion of the Works. For this purpose, a joint inspection with the Project Manager will be carried out prior on delivery of the new clothing item.

### **The Contractor's Responsibilities**

- The contractor shall provide distinctive dry-cleaning service and make sure that the clothing is returned to TNPA spotless and tidy at all times.
- The contractor shall make sure that no items go missing, they are returned in the same number as they were collected (register to be taken upon collection and return).
- The clothing should be washed, ironed at all time, if there is a need to pre-treat the clothing with certain special chemicals (oil and coal stains), the contractor must do it.
- The contract should make sure that the clothing does not lose its original colour.

### **Communication with Port Authority**

All correspondence / applications / notices with the Port Authorities shall be directed through the Project Manager.

### **Safety Induction**

The Contractor shall arrange that his staff attend the Transnet National Ports Authority Safety Induction Course. The duration will be a maximum of 4 hours and no charge will be levied by the Transnet National Ports Authority. The Contractor shall not be entitled to claim for loss of production whilst staff are attending the course.

### **3. Contract Manager/s & Personnel to provide the Services**

<b>Transnet Contract Manager</b>	xxxxxxxxxx
Designation	xxxxxxxxxx
Operating Division	xxxxxxxxxx
Address	xxxxxxxxxx
Telephone	xxxxxxxxxx
Email	<a href="#">xxxxxxxxxx</a>

<b>Service Provider</b>	<b>TBC</b>
Designation	
Address	
Telephone	
Email	

### **4. Performance Review Meetings**

Contract management and performance review meetings will be held as required by Transnet's Contract Manager.

### **5. Fees & Disbursements**

5.1 In consideration of the performance of the Services by the Service Provider pursuant to this Work Order, Transnet will pay to it an amount not exceeding **TBC** (excluding VAT) over the thirty-six (36) month period.

**IN WITNESS** of which this Schedule of Requirements has been duly executed by the parties.

**SIGNED** for and on behalf of

**TBC**

Signature.....

**SIGNED** for and on behalf of

**Transnet SOC Ltd**

Signature.....

Name.....

Name.....

Position.....

Position.....

Date.....

Date.....

## APPENDIX 1

### Address for Notices

Any notice or communications between the parties to be given under this Agreement shall be deemed to have been received at the following times:

- i. by email transmission – when the sender receives confirmation of receipt;
- ii. by hand delivery - immediately upon receipt by the recipient.

Any notice or communications between the parties shall be delivered to the addresses set out below:

<b>The Service Provider</b>	<b>Transnet</b>
<u>Addressee:</u>	<u>Addressee:</u>
<b>TBC</b>	Transnet SOC Ltd
Attention: <b>TBC</b>	Attention: Ms Khanyisile Buthelezi
<u>Physical Address:</u>	<u>Physical Address:</u>
<b>TBC</b>	TNPA Regional Legal Department
	Room 303, 3rf Flr, Durmarine Bdg
<u>Postal Address:</u>	Quayside Road
	Durban, 4001
<b>TBC</b>	<u>Postal Address:</u>
	Room 303, 3 <sup>rd</sup> Flr,
	Durmarine Bdg
	Quayside Rd,
	Durban, 4001
<u>email:</u>	<u>email:</u>
<b>TBC</b>	<a href="mailto:khanyisile.buthelezi@transnet.net">khanyisile.buthelezi@transnet.net</a>

Either party may, by a notice given in accordance with this Schedule 1, change its address or email address for the purpose of this Schedule 1.

**APPENDIX 2**  
**Non- Disclosure Agreement**

Date: ..... 20--

I (*name*) .....

Of (*address*) .....  
.....  
.....

Undertake to Transnet SOC Ltd ("Transnet") that:

1. I shall keep confidential and not to disclose or make available to any third party, except with the express prior written consent of Transnet, any Confidential Information relating to Transnet business, assets, customers, or staff which is disclosed to me or to which I may have access during the course of providing Services to Transnet ("my assignment"); and
2. Upon termination of my assignment, I shall return to Transnet all documents, books, discs, tapes or other records (in whatever medium) which I may have in my possession, custody or control and which are the property of Transnet, its customers, staff or agents and any copies thereof.

For the purposes of this Confidentiality Agreement, "Confidential Information" shall mean any information in whatever form including, without limitation, any information relating to systems, operations, plans, intentions, market opportunities, know-how, trade secrets and business affairs of the Transnet Group or its customers, whether in writing, conveyed orally or by machine-readable medium.

I understand that this Confidentiality Agreement shall survive the termination of my assignment.

SIGNED at ..... on ..... 20--

(*Signature*) .....

in the presence of: -

Witness name: .....

Witness Signature: .....

Witness address: .....  
.....