

**SCHEDULE 1 – SCHEDULE OF REQUIREMENTS**

DESCRIPTION	STANDARD TERMS AND CONDITIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF A DIVISIONAL FINANCIAL ACCOUNTANT RESOURCE FOR FINANCE AT TRANSNET PORTS TERMINAL HQ, DURBAN. FOR A PERIOD OF TWELVE MONTHS WITH AN OPTION TO TERMINATE WITH ONE (1) MONTH NOTICE PERIOD.
SERVICE PROVIDER
CONTRACT NUMBER	TPT/2026/04/0269/4037/RFQ
DURATION	12 MONTHS
COMMENCEMENT DATE	TBC
EXPIRY DATE	TBC, OR AT THE DATE OF DEPLETION OF CONTRACT VALUE; WHICHEVER COMES FIRST.

With reference to the Standard Terms and Conditions of Contract, Reference Number TPT/2026/04/0269/4037/RFQ dated **TBC**, ("Contract") between Transnet SOC Ltd ("Transnet") and(the "Service Provider ") pursuant to which you have agreed to supply certain goods to for and 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 Goods

The scope of goods to be provided by the supplier is the supply of for the appointment of a Service Provider for The Provision of a Divisional Financial Accountant Resource For Finance At Transnet Ports Terminal HQ, Durban, for a period of twelve (12) months. The details for the services to be provided are as stipulated in clause 2 below.

2. Scope of Works

2.1 Deliverables

Please refer to the scope of work attached hereto as "**Annexure A**"

3. Contract Manager & Personnel to provide the Services.

Transnet Contract Manager	Mr Linda Ngcobo
Designation	Contract Manager
Operating Division	Transnet Port Terminals
Address	202 Anton Lembede, Durban Central, 4001
Telephone	031 308 8163
Email	Linda.Ngcobo@transnet.net

Service Provider's Account Manager	
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 TBC

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

SIGNED for and on behalf of

.....

Signature.....

Name.....

Position.....

Date.....

SIGNED for and on behalf of

Transnet SOC Ltd

Signature.....

Name.....

Position.....

Date.....

Signature.....

Name.....

Position.....

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:

The Service Provider

Addressee:

.....

Attention:.....

Physical Address:

Postal Address:

email:

Transnet

Addressee:

Transnet SOC Ltd

Attention: Transnet Port Terminals Legal
Department

Physical Address:

2nd floor
Anton Lembede Street
Durban
4001

Postal Address:

P.O. Box 10124
Marine Parade
Durban
4056

Tel.: +27 31 308 8223

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: 2026

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 Goods 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.
3. For the purposes of this Confidentiality Agreement, "Confidential Information" shall mean " means any information or other data, whether in written, oral, graphic or in any other form such as in documents, papers, memoranda, correspondence, notebooks, reports, drawings, diagrams, discs, articles, samples, test results, prototypes, designs, plans, formulae, patents, or inventor's certificates, which a Party discloses or provides to the other Party [intentionally or unintentionally, or as a result of one Party permitting the representative of the other Party to visit any of its premises], or which otherwise becomes known to a Party, and which is not in the public domain and includes, without limiting the generality of the term:
 - a. information relating to methods of operation, data and plans of the disclosing Party;
 - b. the contents of this Agreement;
 - c. private and personal details of employees or clients of the disclosing Party or any other person where an onus rests on the disclosing Party to maintain the confidentiality of such information;
 - d. any information disclosed by either Party and which is clearly marked as being confidential or secret;
 - e. information relating to the strategic objectives and planning of the disclosing Party relating to its existing and planned future business activities;
 - f. information relating to the past, present and future research and development of the disclosing Party;
 - g. information relating to the business activities, business relationships, products, services, customers, clients and Subcontractors of the disclosing Party where an onus rests on the disclosing Party to maintain the confidentiality of such information;

- h. information contained in the software and associated material and documentation belonging to the disclosing Party;
- i. technical and scientific information, Know-How and trade secrets of a disclosing Party including inventions, applications and processes;
- j. Copyright works;
- k. commercial, financial and marketing information;
- l. data concerning architecture, demonstrations, tools and techniques, processes, machinery and equipment of the disclosing Party;
- m. plans, designs, concepts, drawings, functional and technical requirements and specifications of the disclosing Party;
- n. information concerning faults or defects in Goods, equipment, hardware or software or the incidence of such faults or defects; and
- o. information concerning the charges, fees and/or costs of the disclosing Party or its authorised Subcontractors, or their methods, practices or service performance levels actually achieved;

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

SIGNED at _____ on _____ 2026

(Signature)

in the presence of:-

Witness name:

Witness Signature:

Witness address:

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