



## **ANNEXURE A - SCHEDULE 1 – SCHEDULE OF REQUIREMENTS**

<b>DESCRIPTION</b>	<b>STANDARD TERMS AND CONDITIONS FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF BUSH CLEARING AND REMOVAL OF EXCESS VEGETATION AT IDENTIFIED SITES AT TNPA PORT OF RICHARDS BAY ON "AN AS-AND-WHEN BASIS" FOR A PERIOD OF THIRTY-SIX (36) MONTHS</b>
<b>SERVICE PROVIDER</b>	.....
<b>CONTRACT NUMBER</b>	<b>TNPA/2025/08/0008/104145/RFQ</b>
<b>DURATION</b>	<b>THIRTY-SIX MONTHS (36)</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/2025/08/0008/104145/Rfq** dated ..... ("Contract") between **Transnet SOC Ltd ("Transnet")** and ..... (**the "Service Provider"**) pursuant to which you have agreed to perform certain services 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. BACKGROUND**

Bush clearing at the Port of Richards Bay is essential to maintain safety, accessibility, and compliance. Overgrown vegetation can obstruct visibility, pose fire hazards, and hinder the movement of personnel and vehicles. It also provides shelter for pests and wildlife, while creating concealed areas that encourage illegal dumping, all of which pose health and safety risks. Clearing ensures easier access to critical infrastructure such as drainage systems and underground utilities, supports regulatory compliance, deters illegal dumping, and helps maintain a professional appearance for stakeholders and visitors.

## **2. Description of the Services**

The scope of services to be provided by the service provider is **for the Provision of Bush Clearing and Removal of excess vegetation at identified sites at the TNPA Port of Richards Bay on an as-and-when basis, for a period of thirty-six (36) months.**

## **3. Scope of Services**

### **3.1 Deliverables**

The appointed supplier will be responsible for managing bush clearing and grass cutting services within the Port of Richards Bay and the surrounding areas. This includes the removal of all bushes, shrubs, and grass in accordance with specified height and width requirements to ensure unobstructed visibility and safe access throughout the port. The supplier must ensure proper and environmentally compliant disposal of all cleared vegetation and organic material at approved disposal sites. All work must be carried out in a manner that prevents the obstruction of drainage systems and avoids interference with port operations or access routes.

### 3.2 The expected outputs from the Service Provider

The Service Provider is expected to deliver comprehensive bush clearing and grass cutting services in line with the agreed Service Level Agreement (SLA).

Key outputs include:

- Regular and thorough removal of all bushes, shrubs, and grass within designated areas to specified height and width requirements.
- Safe and proper disposal of all cleared vegetation and organic waste at approved locations, without disrupting port operations or obstructing drainage systems.
- Maintenance of clear visibility and access routes across operational zones to enhance safety and efficiency.
- Compliance with all relevant environmental, safety, and regulatory standards.

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

<b>Transnet Contract Manager</b>	<b>Nompumelelo Ngwane</b>
Designation	Acting Facility Manager
Operating Division	Transnet National Ports Authority
Address	Bayvue Building Offices, 1st Floor, Facilities Department Ventura Road, Richards Bay, 3900
Telephone	031 813 4051
Email	<a href="mailto:Nompumelelo.ngwane@transnet.net">Nompumelelo.ngwane@transnet.net</a>

<b>Service Provider's Account Manager</b>	
Designation	Director
Address	
Telephone	
Email	

### 5. Performance Review Meetings

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

**6. Fees & Disbursements**

6.1 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 **R** ..... (excluding/including VAT) for a period of thirty-six (36) months.

**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.....

## 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:

101....  
Midrand  
1682

Email:

.....

#### **Transnet**

Addressee:

**Transnet National Ports Authority**

Attention: Ms. Nompumelelo Ngwane

Physical Address:

Ventura Road  
Bayvue Centre Building  
Facilities Department  
TNPA, Port of Richards Bay

Postal Address:

Ventura Road  
Bayvue Centre Building  
Facilities Department  
TNPA, Port of Richards Bay

Email:

[Nompumelelo.ngwane@transnet.net](mailto:Nompumelelo.ngwane@transnet.net)

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: .....  
.....