

SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

DESCRIPTION **PROVISION OF COURIER SERVICES FOR TRANSNET
NATIONAL PORTS AUTHORITY (TNPA) AND ITS BUSINESS
UNITS FOR A PERIOD OF THIRTY-SIX (36) MONTHS ON AN
“AS AND WHEN” REQUIRED BASIS**

SERVICE PROVIDER

CONTRACT NUMBER **TNPA/2023/04/0016/26718/RFQ**

DURATION **THIRTY-SIX (36) MONTHS**

COMMENCEMENT DATE

EXPIRY DATE

With reference to the Standard Terms and Conditions of Contract, Reference Number TNPA/2023/04/0016/26718/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. Description of the Services

The scope of services to be performed by the service provider is for the provision of courier services for Transnet National Ports Authority (TNPA) and its business units for a period of thirty-six (36) months on an "as and when" required basis. The details for the services to be provided are as stipulated in clause 2 below.

2. Scope of Services

2.1 Deliverables

The service provider shall render services in accordance with the scope of work attached hereto as **Annexure A**.

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

| Transnet Contract Manager | |
|----------------------------------|--|
| Designation | |
| Operating Division | Transnet National Ports Authority |
| Address | Mendi Building, N2 Neptune Road, Off Klub Road, Port of Ngqura, Port Elizabeth, 6100 |
| Telephone | |
| Email | |

| Service Provider's Account Manager | Xxxxxxx xxxxxxx |
|---|------------------------|
| Designation | Director |
| 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 R 0 000 000.00 (excluding/including VAT) over the thirty-six (36) months period.

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

SIGNED for and on behalf of

Xxxxxxxx

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:

Xxxxxxx

Attention: Xxxxxxx

Physical Address:

101....

Midrand

1682

Postal Address:

101....

Midrand

1682

Transnet

Addressee:

Transnet SOC Ltd

Attention : Group Legal Counsel

Physical Address:

eMendi Building

N2 Neptune Road

Off Klub Road

Port of Ngqura

Port Elizabeth

6100

Postal Address:

eMendi Building

N2 Neptune Road

Off Klub Road

Port of Ngqura

Port Elizabeth

6100

email:

email:

xxxxxxx@cccccccc

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:
.....