

SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

DESCRIPTION STANDARD TERMS AND CONDITIONS FOR THE APPOINTMENT OF SERVICE PROVIDER(S) TO PROVIDE OFFSITE DOCUMENT STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES TO TRANSNET NATIONAL PORTS AUTHORITY (TNPA) FOR A PERIOD OF THREE (3) YEARS ON AN "AS AND WHEN" REQUIRED BASIS

SERVICE PROVIDER

CONTRACT NUMBER **TNPA/2022/12/0012/18495/RFP**

DURATION **THREE (3) YEARS**

COMMENCEMENT DATE

EXPIRY DATE

With reference to the Standard Terms and Conditions of Contract, Reference Number TNPA/2022/12/0012/18495/RFP dated , ("Contract") between Transnet SOC Ltd ("Transnet") and (the "Supplier") pursuant to which you have agreed to supply certain goods to 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 service and goods to be provided by the suppliers is for the provision of offsite document storage facilities and to render document management services to Transnet National Ports Authority (TNPA) for a period of three (3) years on an "as and when" required basis. The details for the goods to be provided are as stipulated in clause 2 below.

2. Scope of Goods

2.1 Deliverables

provision of offsite document storage facilities and to render document management services as per the scope of work issued with TNPA/2022/12/0012/18495/RFP.

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

Transnet Contract Manager	
Designation	
Operating Division	
Address	
Telephone	
Email	

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 In consideration of the provision of offsite document storage facilities and to render document management services to Transnet National Ports Authority (TNPA) by the Supplier pursuant to this Work Order, Transnet will pay it in accordance with pricing schedule agreed to.

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

SIGNED for and on behalf of

SIGNED for and on behalf of

Transnet SOC Ltd

Signature.....

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:

The Service Provider

Addressee:

Attention:

Physical Address:

Postal Address:

email:

Transnet

Addressee:

Transnet SOC Ltd

Attention : Group Legal Counsel

Physical Address:

08th Floor

Carlton Centre

150 Commissioner Street

Johannesburg

2001

Postal Address:

P.O. Box 72501

Parkview

email:

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: 2023

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.

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:
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