

## **SCHEDULE 1 – WORK ORDER**

<b>DESCRIPTION</b>	<b>FOR THE PROVISION OF HYGIENE/SANITARY SERVICES IN BUILDINGS OCCUPIED BY TNPA STAFF IN THE PORT OF RICHARDS BAY FOR A PERIOD OF THREE (3) YEARS.</b>
<b>SERVICE PROVIDER</b>	<div></div>
<b>CONTRACT NUMBER</b>	<b>TNPA/2022/08/0874/9772/RFQ</b>
<b>DURATION</b>	<b>THREE (3) YEARS</b>
<b>COMMENCEMENT DATE</b>	<b>TBC</b>
<b>EXPIRY DATE</b>	<b>TBC</b>

With reference to the Master Agreement, Reference Number **TNPA/2022/08/0874/9772/RFQ** dated **TBC**, ("Contract") between Transnet National Ports Authority ("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 the **provision of Hygiene/Sanitary services in the Port of Richards Bay for a period of three (3) years**. 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 perform the following services:

- Provision and installation of dispensers and sanitary bins
- The servicing of following dispensers
  - Air-freshener dispensers
  - Urinal dispensers
  - Seat sanitizer dispensers
  - Water closet sanitizer dispensers
- Deep cleaning of wash hand basins, urinals, water closets and showers hereinafter referred to as the "Service"

See attached **annexure B** for detailed Scope of Work

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

<b>Transnet Contract Manager</b>	<b>Phiren Misra</b>
Designation	Facilities Manager
Operating Division	Transnet National Ports Authority
Address	TNPA, Port of Richards Bay, Bayvue Building, 1 <sup>st</sup> Floor, Ventura Road
Telephone	035 905 3304
Email	Phiren.Misra@transnet.net

<b>Service Provider's Account Manager</b>	<b>XXXXXXX XXXXXXXX</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 R 0 000 000.00 (excluding VAT) over the three (3) year period.

No.	Description	Unit	Qty	Rate			Total
				Year 1	Year 2	Year 3	
1.	Preliminary & General	sum	item	sum			
2.	Hygiene/Sanitary services at Port buildings	month	12				
3.	Deep cleaning	per quarter	4				
						<b>Total (excl VAT)</b>	
						<b>VAT</b>	
						<b>Total (Incl. VAT)</b>	

**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:

Postal Address:

email:

[xxxxxxx@ccccccc.co.za](mailto:xxxxxxx@ccccccc.co.za)

#### **Transnet**

Addressee:

Transnet National Ports Authority

Attention: Legal Counsel

Physical Address:

237 Mahatma Gandhi Rd

2<sup>nd</sup> Floor

Queens Warehouse

Ventura Road

TNPA, Durban

4001

Postal Address:

P.O. Box 1027

Durban

email:

[Khanyisile.Buthelezi@transnet.net](mailto:Khanyisile.Buthelezi@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: .....  
.....