

## **SCHEDULE 1 – SCHEDULE OF REQUIREMENTS**

<b>DESCRIPTION</b>	<b>STANDARD TERMS AND CONDITIONS FOR THE PROVISION AND COMMISSIONING OF MEETING EQUIPMENT AND CONFERENCING FACILITIES IN BOARDROOMS AND MEETING ROOMS AT VARIOUS TRANSNET PIPELINES SITES</b>
<b>SERVICE PROVIDER</b>	.....
<b>CONTRACT NUMBER</b>	<b>TPL/2024/03/0002/60038/RFP</b>
<b>DURATION</b>	<b>SIX (6) MONTHS</b>
<b>COMMENCEMENT DATE</b>	<b>TBA</b>
<b>EXPIRY DATE</b>	<b>TBA</b>

With reference to the Standard Terms and Conditions of Contract, Reference Number **TPL/2024/03/0002/60038/RFP** dated ....., ("Contract") between Transnet SOC Ltd ("Transnet") and ..... (the "Supplier") pursuant to which you have agreed to supply certain goods 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 for the Provision and Commissioning of Meeting Equipment and Conferencing Facilities in Boardrooms and Meeting Rooms at Various Transnet Pipelines Sites. The details for the goods to be provided are as stipulated in clause 2 below.

**2. Scope of Goods**

**2.1 Deliverables**

The supplier shall:

- The service provider must propose an enterprise grade solution.
- The successful bidder will supply, deliver to sites, and install and configure the solution.
- Handover must be done for the end users and first line support staff. A signed register must be handed over.
- The equipment must be installed adhering to Transnet safety standards and requirements.
- Handover documents should include configuration documents, warranty, licensing, etc.
- Existing equipment or facilities in the boardroom will need to be decommissioned and left in the site storeroom. These asset details must be recorded in a register that will be provided by TPL ICT and must be included in the handover documents.

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

<b>Transnet Contract Manager</b>	<b>TBA</b>
Designation	TBA
Operating Division	Transnet Pipelines
Address	Transnet Pipelines 202 Anton Lembede Street Durban 4001
Telephone	TBA
Email	TBA

<b>Service Provider's Account Manager</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 supply of the Goods by the Supplier pursuant to this Work Order, Transnet will pay to it an amount not exceeding R xxxxxxxx (including VAT) for a period of six (6) months.

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

For and on behalf of <b>TRANSNET SOC LTD</b> duly authorised hereto	For and on behalf of <b>TRANSNET SOC LTD</b> duly authorised hereto
Name:	Name:
Position:	Position:
Signature:	Signature:
Date:	Date:
Place:	Place:

<b>AS WITNESS:</b> Name:	<b>AS WITNESS:</b> Name:
Signature:	Signature:

<b>AS WITNESS:</b> Name:	<b>AS WITNESS:</b> Name:
Signature:	Signature:

For and on behalf of ..... duly authorised hereto
Name:
Position:
Signature:
Date:
Place:

<b>AS WITNESS:</b>
Name:
Signature:

## 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 Pipelines

Attention : GM: Legal & Compliance

Physical Address:

08<sup>th</sup> Floor

202 Anton Lembede Street

Durban

4001

Postal Address:

P.O. Box 3113

Durban

4001

Addressee:

Transnet Pipelines

Attention : GM: Legal & Compliance

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 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: .....  
.....