

SCHEDULE 1 – SCHEDULE OF REQUIREMENTS

DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR AUTOMATION OF THE TNPA ANNUAL FINANCIAL STATEMENTS (AFS) PREPARATION PROCESS INCLUDING SUBSCRIPTION LICENCES FOR A PERIOD OF THREE (3) YEARS
SERVICE PROVIDER	
CONTRACT NUMBER	TNPA/2026/03/0388/2404/RFQ
DURATION	THREE (3) YEARS
COMMENCEMENT DATE	
EXPIRY DATE	

With reference to the Standard Terms and Conditions of Contract, Reference Number **TNPA/2026/03/0388/2404/RFQ** dated ("Contract") between Transnet SOC Ltd ("Transnet") and (the "Supplier") pursuant to which you have agreed to the appointment of a service provider for automation of the TNPA Annual Financial Statements (AFS) preparation process including subscription licences for a period of three (3) years.

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 service to be provided by the service provider is the automation of the TNPA Annual Financial Statements (AFS) preparation process including subscription licences for a period of three (3) years. The details for the services to be provided are as stipulated in the Scope of Services attached hereto as **Annexure A**.

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

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

Service Provider's Account Manager	
Designation	
Address	
Telephone	
Email	

3. Performance Review Meetings

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

4. Fees & Disbursements

4.1 In consideration of the services by the Service provider pursuant to this Work Order, Transnet will pay to it an amount not exceeding **R.....** (including VAT).

4.2 Prices for Services supplied in terms of this Agreement shall be subject to review to ensure that the prices are market related.

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.....

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:

Physical Address:

Postal Address:

email:

Transnet

Addressee:

Transnet SOC Ltd

Attention: TNPA Legal Services

Physical Address:

eMendi Building
N2 Neptune Road
Off Klub Road
Port Elizabeth
6100

Postal Address:

eMendi Building
N2 Neptune Road
Off Klub Road
Port Elizabeth
6100

email:

tnpacontractmanagement@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: 2026

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/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 2026

(*Signature*)

in the presence of:-

Witness name:

Witness Signature:

Witness address:
.....