

SCOPE OF WORK FOR THE RELOCATION OF APPROXIMATELY 600 STAFF FROM VARIOUS BUILDINGS IN JOHANNESBURG CBD TO, PARKTOWN.

Transnet Freight Rail has embarked on an office space optimization initiative, based on an open plan design philosophy for all office buildings. This initiative will be implemented over the next 3-years and nationally approximately 50 000m² of office space will be converted to open plan.

The project entails the refurbishment of office buildings to an open plan environment and new open plan furniture and other office accessories will be provided in the refurbished areas.

The second phase of the project has now been completed. Approximately 600 staff from various buildings situated in the Johannesburg CBD now needs to be relocated to two newly refurbished building at 12a St. Andrews Rd and 18a Girton Rd in Parktown and a limited number between buildings in Johannesburg..

1. Collection addresses

The collection details are as follows:

Building Name	Floor numbers	Approximate number of staff
30 Wolmarans Street, Braamfontein	8 and 6 to ground	105
138 Eloff Street, Braamfontein	4 to 7	200
39 Wolmarans Street, Johannesburg	21 to ground	295

2. Goods and equipment to be relocated

It is estimated that each employee will require approximately 4 cartons for the following:

1 x carton for Desktop/Screen/Keyboard. (This can also be bubble wrapped and transported in crates)

3 x cartons for personal items and filing.

1200 cartons for general filing overall

In total an estimated number of 3600 cartons will be required. Further to this there are also drawing tables, plan tables, shelving, small safes and other equipment that will be relocated.

Staff will pack and clearly mark the cartons and other items with their floor-, desk and or store numbers at the new building.

The following contact persons may be contacted to view the furniture and equipment to be relocated:

30 Wolmarans Street: Umjantshi House

Name	Room number	Land line	Cell. No.
Marius Rossouw	Room 415	77 38224	083-453-8332
Memory Nondubula	Room 615	77 36161	0832650824
Sara Jane Heisi	Room 504	77 44641	-
Patrick Maluleka	Room 903	77 35246	0833041256
Moonyean Britz	Room 802	77 35617	083 304 3437

39 Wolmarans Street: Logistics House

Name	Room number	Land line	Cell. No.
Marilyn Elephant	Room 1215	77 43413	083 376 9595

138 Eloff Street

Name	Room number	Land line	Cell. No.
Johan Vosloo	Room 301B	77 39227	0832896511
Anita Gomes	Room 406	77 38922	-
Pieter Labuschagne	Room 216	77 32549	083-284-0920
Sarie Kitshing	Room 307A	77 38107	083 724 9191
Maureen Kunene	Room 1003	77 35959	083 407 7928
Kobus Esterhuizen	Room 606	77 32538	-
Reynie Barnard	Room 1204	77 28870	-
Darienne Eigelaar	Room 306B	77 36088	083 287 2658
Hannetjie Scheepers	Room 1910	77 32284	-
Wouter Rothman	Room 310A	77 34045	-

3. Items to be supplied by and responsibilities of the contractor

The Contractor shall:

- Deliver all cartons as advised by TFR
- Bubble wrap for personal computers and printers.
- Labels on which to indicate destination
- Buff tape to seal cartons.
- Labour to collect cartons and furniture items and safely deliver to destinations clearly marked on supplied labels.

4. Responsibilities of TFR staff

TFR staff shall:

- Appoint a contact person per department, per floor for collection and delivery site.

- Pack and seal all cartons.
- Clearly write floor and desk numbers on labels supplied by contractor cartons.
- Compile an inventory indicating number of boxes and any other furniture per office number for collection.
- Unpack all cartons on arrival.
- Advise contractor to collect empty cartons.

5. Adjudication criteria

Adjudication will be based on the criteria mentioned hereunder. It is essential that you address each point hereunder individually:

CRITERIA	WEIGHT	Sub Weights
Category: Commercial (Scoring Matrix)	40%	
<ul style="list-style-type: none"> • Competitive pricing • - Cost of delivery of Cartons to pick-up sites • - Cost per carton should more be required • - Cost of 5000 labels (2 colours) • - Cost of buff tape (50 rolls) • - Cost of bubble wrap • --Total relocation cost as per information provided • - Cost per additional load If required 		80%
<ul style="list-style-type: none"> • References / previous performance record 		20%
<ul style="list-style-type: none"> • - Indicate current and previous experience most relevant to this tender 		
Category: Technical / Practical (Scoring Matrix)	50%	
<ul style="list-style-type: none"> • Compliance to specification 		60%
<ul style="list-style-type: none"> • Delivery / schedule 		40%
<ul style="list-style-type: none"> • - Lead time (number of days) after notification by TFR, required for delivery of cartons • -Lead time (number of days) after notification by TFR to commence relocation 		
Category: B-BBEE (Scoring Matrix)	10%	
<ul style="list-style-type: none"> • B-BBEE certificate and scorecard 		100%
TOTAL	100%	

6. Relocation process

Only packed cartons, computers, printers, files and a limited number of other furniture, shelving and art work items will be relocated to the refurbished buildings

Inventories have been completed and are attached for you information to, apart from the relocation cartons, quantify/assess the additional furniture and equipment e.g. white boards, shelves, water coolers,

safes etc. to be relocated.. Note that where staff only needs their allocated cartons moved no inventories are attached.

Relocation will only be done during weekdays, normal working hours from 7:30 to 16:00.

The relocation of staff will happen in a phased approach. Staff will commence relocating with effect from 1 October 2010 in a phased manner. Priorities will be discussed with the successful tenderer.

The total relocation should be completed by 15 December 2010.

7. Insurance

No insurance is required.

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RELOCATION INVENTORY

Page no.

FROM:		TO:	
BUILDING NAME	138 Eloff Street	BUILDING NAME	INYANDA HOUSE 3
FLOOR NUMBER	14	FLOOR NUMBER	1st Floor
ROOM NUMBER	1401 Boardroom Eric van der Merwe	DESK NUMBER	Drawing Office Eng Telecomm
FULL DESCRIPTION OF ITEM/EQUIPMENT			
TOTAL NUMBER OF BOXES (packed, sealed and labeled)	No		
COMPUTER Rental number	N/A		
OTHER EQUIPMENT Description			
Item 1	1 Table Large 1401/001		
Item 2	1 Table Large 1401/002		
Item 3	1 Chair, Office Standard 1401/004		
Item 4	1 Chair, Office Standard 1401/005		
Item 5	1 Chair, Office Standard 1401/006		
Item 6	1 Chair, Office Standard 1401/007		
Item 7	1 Chair, Office Standard 1401/008		
Item 8	1 Chair, Office Standard 1401/009		

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Drawing Office

Item 9			
Item 10			
Checked and signed by Relocation Champion:			
SIGNED:	NAME: Eric van der Merwe	TELEPHONE: 011 773 8835	CELLULAR: 083 286 5031

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John Vosloo

RELOCATION INVENTORY Page no.

FROM:	BUILDING NAME	138 Eilof Braamfontein	BUILDING NAME	912 Girton Road Parktown
	FLOOR NUMBER	Second floor	FLOOR NUMBER	Basement Workshop
	ROOM NUMBER	Room 204	DESK NUMBER	N/A

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	± 5 Boxes
COMPUTER Rental number	D11827

OTHER EQUIPMENT :		No no.
Item 1	Workbench	A4470
Item 2	Chair	61080
Item 3	Chair	61162
Item 4	Steel Cupboard Big for electronic cards.	61146
Item 5	Steel Cupboard Big for components.	12129
Item 6	Steel Cupboard Big for air-conditioner instruments.	61136
Item 7	Steel Cupboard Big for Power Electronic instruments.	39891
Item 8	Steel Cupboard small for tools and instruments.	61140
Item 9	Filing cabinet for manuals	61147
Item 10	Bookshelf for manuals	11210
Item 11	Desk	

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Checked and signed by Relocation Champion:

SIGNED:	NAME:	TELEPHONE:	CELLULAR:
	Frans Swarepoel	(011) 773-6706	083-294-2631

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FROM:	BUILDING NAME	138 Eloff Street	TO:	BUILDING NAME	Inyanda 4
	ROOM NUMBER	Train Authorisation Systems see Location		DESK NUMBER	Plan, store and tea preparation rooms
FROM:	FLOOR NUMBER	12	TO:	FLOOR NUMBER	1

OTHER EQUIPMENT:	Description	LOCATION	COST CENTRE	CLASSIFICATION	COMMENTS	AUTHORITY GRANTED/YES NO	FLOOR NUMBER
Asset numbers/2	DESCRIPTION OF ASSET						
200000350879	38710 Steel file cabinet	Room 1200(amd)	015010		Going With		
200000376891	91756 Plotter Deskjet 130N3	Room 1202	015039		Going With		
200000350879	38384 steel file cabinet	Room 1203	015810		Going With		
200000350879	38368 steel file cabinet	Room 1203	015010		Going With		
200000350879	38369 Cupboard (steel file cabinet)	Room 1209	015039		Going with		
	11663 Edge-Double-Deot	Room 1209	015039		Going with		
	R1209-01 Roller stand	Room 1209	015039		Going with		
	FLOOR NUMBER	2					FLOOR NUMBER
							1

Asset numbers/2	DESCRIPTION OF ASSET	LOCATION	COST CENTRE	CLASSIFICATION	COMMENTS	AUTHORITY GRANTED/YES NO
39661	4256 Bar-fridge	ROOM 208	15039	Fridge	TO TAKE WITH	
89240	4256 Microwave-oven	ROOM 208	15039	MICROWAVE	TO TAKE WITH	

91005	Printer HP Designjet 130nr (Plot ROOM 212	ROOM 212	15039	Plotter	TO TAKE WITH	
91004	Printer HP Designjet 100plus (Pl ROOM 212	ROOM 212	15039	Plotter	TO TAKE WITH	
91007	Plotter Table	ROOM 212	15039	Plotter Table	TO TAKE WITH	
91008	Plotter Table	ROOM 212	15039	Plotter Table	TO TAKE WITH	
91006	Plotter Table	ROOM 212	15039	Plotter Table	TO TAKE WITH	
83465	40-UJ Cabinet + UPS	ROOM 214	15038	Data Store for	TO TAKE WITH	
89275	Fridge	ROOM 214	15039	Fridge	TO TAKE WITH	
	Microwave	ROOM 214	15039	MICROWAVE	TO TAKE WITH	
	Monitor 19"	ROOM 214	15039	Data Store for	TO TAKE WITH	
	Plan/drawing Table	ROOM 214	15039	Table	TO TAKE WITH	
	Plan/drawing Table	ROOM 214	15039	Table	TO TAKE WITH	
	Bar-Fridge	Room 215	15039	Fridge	TO TAKE WITH	
200000300329	Panasonic VHS video monitor/p	Room 215	15039	Tray	TO TAKE WITH	
200000352130	Plan/drawing Table	ROOM 215	15039	Table	TO TAKE WITH	

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RELOCATION INVENTORY Page no. 16


FROM:	BUILDING NAME	138 Eloff street	TO:	BUILDING NAME	Inyanda House 3
	FLOOR NUMBER	13th		FLOOR NUMBER	2
	ROOM NUMBER	1313		DESK NUMBER	2/32

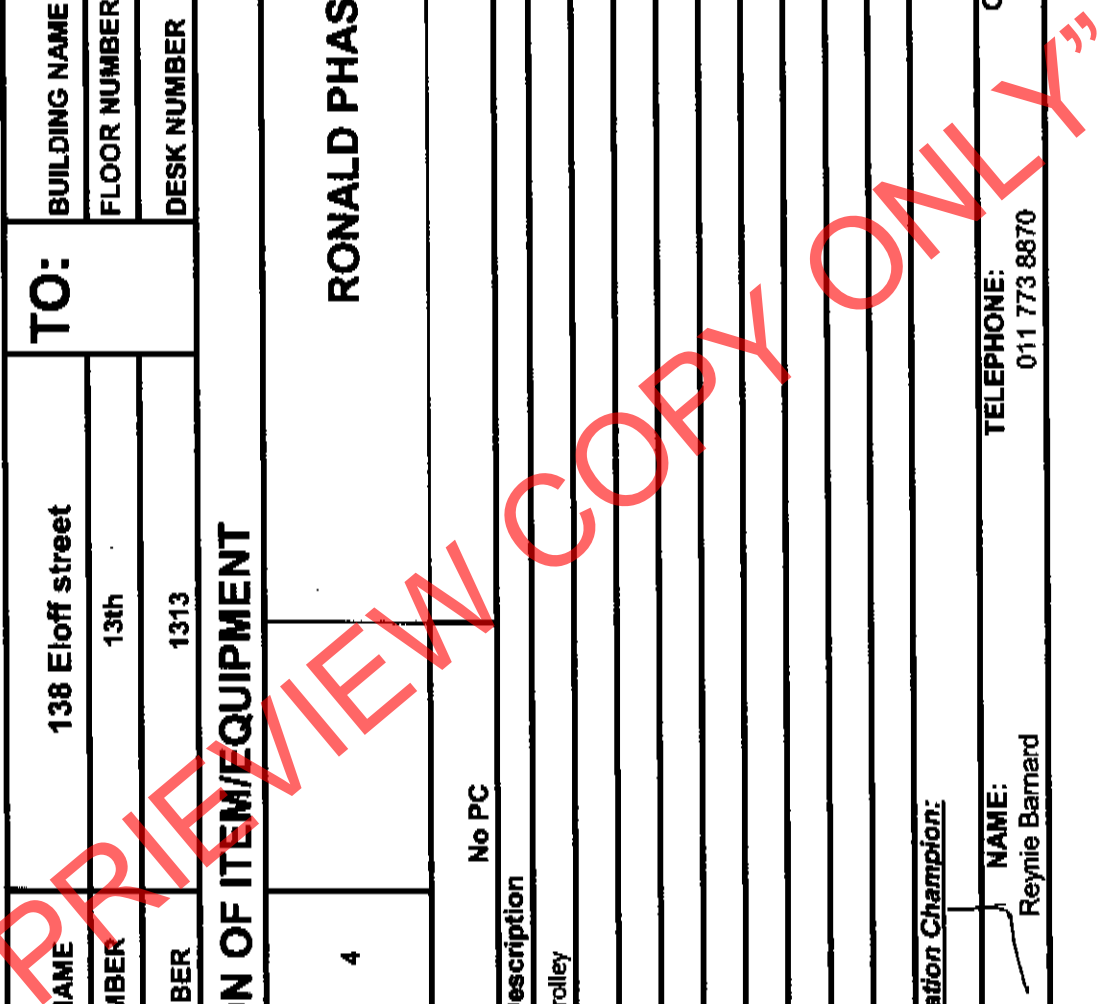
FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	4	RONALD PHASWANA
COMPUTER Rental number	No PC	

OTHER EQUIPMENT:	Description
Item 1	R1312-01 Trolley
Item 2	
Item 3	
Item 4	
Item 5	
Item 6	
Item 7	
Item 8	
Item 9	

Checked and signed by Relocation Champion:

SIGNED: 	NAME: Reymie Barnard	TELEPHONE: 011 773 8870	CELLULAR:
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RELOCATION INVENTORY

Page no. 8

FROM:

BUILDING NAME 138 Eloff street
 FLOOR NUMBER 3rd
 ROOM NUMBER 303

TO:

BUILDING NAME Inyanda House 3
 FLOOR NUMBER 2
 DESK NUMBER 2/45

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled) 30

PEET VISAGIE

COMPUTER

Rental number D12617

OTHER EQUIPMENT : Description

- Item 1 R303-07 Wooden file tray
- Item 2 11059 Binder machine
- Item 3 39970 Steel Cupboard
- Item 4 39975 Reference Table
- Item 5 39978 steel file tray
- Item 6 11281 fridge
- Item 7 11014 Chair
- Item 8 39982 Wooden desk
- Item 9

Checked and signed by Relocation Champion:

SIGNED:

NAME: Reynie Barnard

TELEPHONE: 011 773 8870

CELLULAR:

RELOCATION INVENTORY

Page no. 8/1

FROM:	BUILDING NAME	138 Eloff street	TO:	Inyanda House 3
	FLOOR NUMBER	3rd	FLOOR NUMBER	2
	ROOM NUMBER	303	DESK NUMBER	2/45


FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	20	ARCHIVE FILES	PEET VISAGIE
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COMPUTER
Rental number

OTHER EQUIPMENT :	Description
Item 1	
Item 2	83608 Steel Cabinet
Item 3	80104 Steel Cabinet
Item 4	11837 Steel File Shelves
Item 5	11831 Steel File Shelves
Item 6	11833 Steel File Shelves
Item 7	11815 Steel File Shelves
Item 8	
Item 9	

Checked and signed by Relocation Champion:

SIGNED: 	NAME: Reynie Barnard	TELEPHONE: 011 773 8870	CELLULAR:
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RELOCATION INVENTORY

Page no. 8/2

FROM:

BUILDING NAME	138 Eloff street	TO:	BUILDING NAME	Inyanda House 3
FLOOR NUMBER	Lower Ground		FLOOR NUMBER	2
ROOM NUMBER	Lower Ground		DESK NUMBER	2/45

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	20	ARCHIVE FILES	PEET VISAGIE
COMPUTER			
Rental number			

OTHER EQUIPMENT :

Item	Description
Item 1	11482 Steel File Shelves
Item 2	11827 Steel File Shelves
Item 3	11814 Steel File Shelves
Item 4	11832 Steel File Shelves
Item 5	11834 Steel File Shelves
Item 6	11838 Steel File Shelves
Item 7	11813 Steel File Shelves
Item 8	11828 Steel File Shelves
Item 9	11830 Steel File Shelves

Checked and signed by Relocation Champion:

SIGNED:  NAME: Reynie Barnard TELEPHONE: 011 773 8870 CELLULAR:

RELOCATION INVENTORY Page no. 8/3

FROM:	BUILDING NAME	138 Eloff street	TO:	BUILDING NAME	Inyanda House 3
	FLOOR NUMBER	Lower Ground		FLOOR NUMBER	2
	ROOM NUMBER	Lower Ground		DESK NUMBER	2/45

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	20	ARCHIVE FILES	PEET VISAGIE
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COMPUTER	Rental number	OTHER EQUIPMENT : Description
		Item 1 11835 Steel File Shelves
		Item 2 11839 Steel File Shelves
		Item 3 11826 Steel File Shelves
		Item 4 11817 Steel File Shelves
		Item 5 11822 Steel File Shelves
		Item 6 11841 Steel File Shelves
		Item 7 11823 Steel File Shelves
		Item 8 11840 Steel File Shelves
		Item 9 11821 Steel File Shelves

Checked and signed by Relocation Champion:

SIGNED:	NAME: Reynie Barnard	TELEPHONE: 011 773 8870	CELLULAR:
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RELOCATION INVENTORY

Page no. 8/4

FROM:	BUILDING NAME	138 Eloff street	BUILDING NAME	Inyanda House 3
	FLOOR NUMBER	Lower Ground	FLOOR NUMBER	2
	ROOM NUMBER	Lower Ground	DESK NUMBER	2/45

TO:

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	20	ARCHIVE FILES
COMPUTER		
Rental number		

PEET VISAGIE

OTHER EQUIPMENT :	Description
Item 1	Steel File Shelves
Item 2	Steel File Shelves
Item 3	Steel File Shelves
Item 4	Steel File Shelves
Item 5	Steel File Shelves
Item 6	Steel File Shelves
Item 7	Steel File Shelves
Item 8	Steel File Shelves
Item 9	Steel File Shelves

Checked and signed by Relocation Champion:

SIGNED:	 NAME: Reynie Barnard	TELEPHONE:	011 773 8870
		CELLULAR:	

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RELOCATION INVENTORY Page no. 9

FROM:	BUILDING NAME	138 Eloff street		BUILDING NAME	Inyanda House 3
	FLOOR NUMBER	2nd		FLOOR NUMBER	2
	ROOM NUMBER	205		DESK NUMBER	2/37

TO:

FULL DESCRIPTION OF ITEM/EQUIPMENT

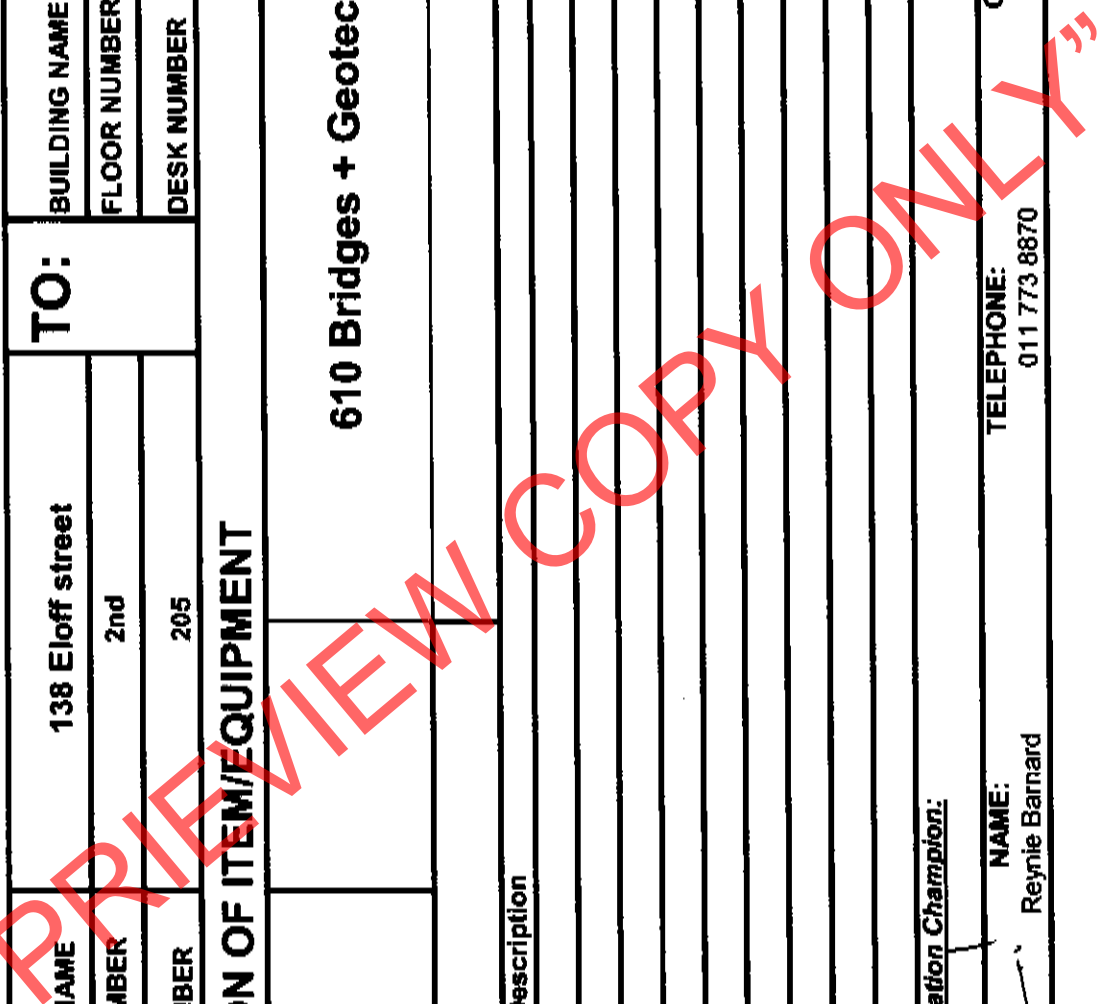
TOTAL NUMBER OF BOXES (packed, sealed and labeled)		610 Bridges + Geotech (Vanancy1)
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COMPUTER	
Rental number	

OTHER EQUIPMENT :	Description
Item 1	
Item 2	
Item 3	
Item 4	
Item 5	
Item 6	
Item 7	
Item 8	
Item 9	

Checked and signed by Relocation Champion:

SIGNED:		NAME:	Reynie Barnard
		TELEPHONE:	011 773 8870
		CELLULAR:	



RELOCATION INVENTORY Page no. 10

FROM:	BUILDING NAME	138 Eloff street	BUILDING NAME	Inyanda House 3
	FLOOR NUMBER	3rd	FLOOR NUMBER	2
	ROOM NUMBER	303	DESK NUMBER	2/44

TO:

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	10	ALBIE VOS
COMPUTER		
Rental number	D1724/3	

OTHER EQUIPMENT :	Description
Item 1	89898 Printer #
Item 2	11011 steel file cabinet
Item 3	11010 Reference Table
Item 4	11857 Wooden file tray
Item 5	H1499 computer monitor
Item 6	39992 steel file cabinet
Item 7	39991 steel file cabinet
Item 8	11009 Chair
Item 9	39974 Steel Peginon file tray

Checked and signed by Relocation Champion:

SIGNED:	NAME: Reynie Barnard	TELEPHONE: 011 773 8870	CELLULAR:
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RELOCATION INVENTORY Page no. 11

FROM:	BUILDING NAME	138 Eloff street	TO:	Inyanda House 3
	FLOOR NUMBER	2nd	FLOOR NUMBER	2
	ROOM NUMBER	207	DESK NUMBER	2/42

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	4	CHARLOTE CHABALALA
COMPUTER		
Rental number	D1609f7	

OTHER EQUIPMENT :	Description
Item 1	
Item 2	39966 Steel Pegion file tray
Item 3	39965 steel file cupboard
Item 4	399662 steel file cupboard
Item 5	39960 steel file cupboard
Item 6	39959 steel file cupboard
Item 7	39958 steel file cupboard
Item 8	39957 steel file cupboard
Item 9	39956 steel file cupboard

Checked and signed by Relocation Champion:

SIGNED:	NAME: Reynie Barnard	TELEPHONE: 011 773 8870	CELLULAR:
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Chabalala

Relocation inventory Charlot
2010/07/19

RELOCATION INVENTORY

Page no. 12

FROM:	BUILDING NAME	138 Eloff street	TO:	BUILDING NAME	Inyanda House 3
	FLOOR NUMBER	2nd		FLOOR NUMBER	2
	ROOM NUMBER	207		DESK NUMBER	2/43

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	4				
COMPUTER					
Rental number		D102/8			

WONDERBOY MASENGEMU

OTHER EQUIPMENT :	Description
Item 1	39961 steel file tray
Item 2	11033 steel file cabinet
Item 3	11034 steel file cabinet
Item 4	39986 steel file cabinet
Item 5	R303-04 steel file cabinet
Item 6	R303-06 Trolley
Item 7	11035 Micro Film Reader
Item 8	39988 Micro Film Reader
Item 9	

Checked and signed by Relocation Champion:

SIGNED:	NAME: Reynie Barnard	TELEPHONE: 011 773 8870	CELLULAR:
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TOTAL NUMBER OF BOXES (packed, sealed and labeled)	
COMPUTER Rental number	
OTHER EQUIPMENT:	
Item 1	1 x Fridga
Item 2	2 x Microwave
Item 3	1 x panaboard
Item 4	
Item 5	
Item 6	
Item 19	
Item 20	
Item 21	
Item 22	
Item 23	
Item 24	

Checked and signed by Relocation Champion: _____

SIGNED: Memory Nondabula NAME: Memory Nondabula TELEPHONE: 011 7736161 CELLULAR: _____

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FLOOR NUMBER	14th Floor	FLOOR NUMBER	4th Floor
ROOM NUMBER	1404	DESK NUMBER	
FULL DESCRIPTION OF ITEM/EQUIPMENT			

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	80
COMPUTER Rental number	
OTHER EQUIPMENT : Description	
Item 1	Plasma Screen 2
Item 2	→ Coat Hangers 50
Item 3	Trolleys 5
Item 4	
Item 5	
Item 6	
Item 7	
Item 8	
Item 9	
Item 10	
Item 11	
Item 12	

Checked and signed by Relocation Champion:

SIGNED: C Viviers	NAME: Charles Viviers	TELEPHONE: 011 7744002	CELLULAR: 0835047052
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RELOCATION INVENTORY				Page no.	
FROM:	BUILDING NAME	Umjantshi House	TO:	BUILDING NAME	Inyanda 4
	FLOOR NUMBER	6th Floor		FLOOR NUMBER	1st Floor
	ROOM NUMBER	614		DESK NUMBER	
FULL DESCRIPTION OF ITEM/EQUIPMENT					

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RELOCATION INVENTORY Page no.

FROM:	BUILDING NAME	Logistics House	TO:	BUILDING NAME	Inyanda 4
	FLOOR NUMBER	14th Floor		FLOOR NUMBER	4th Floor
	ROOM NUMBER	1404		DESK NUMBER	

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES
(packed, sealed and labeled)

COMPUTER

Rental number

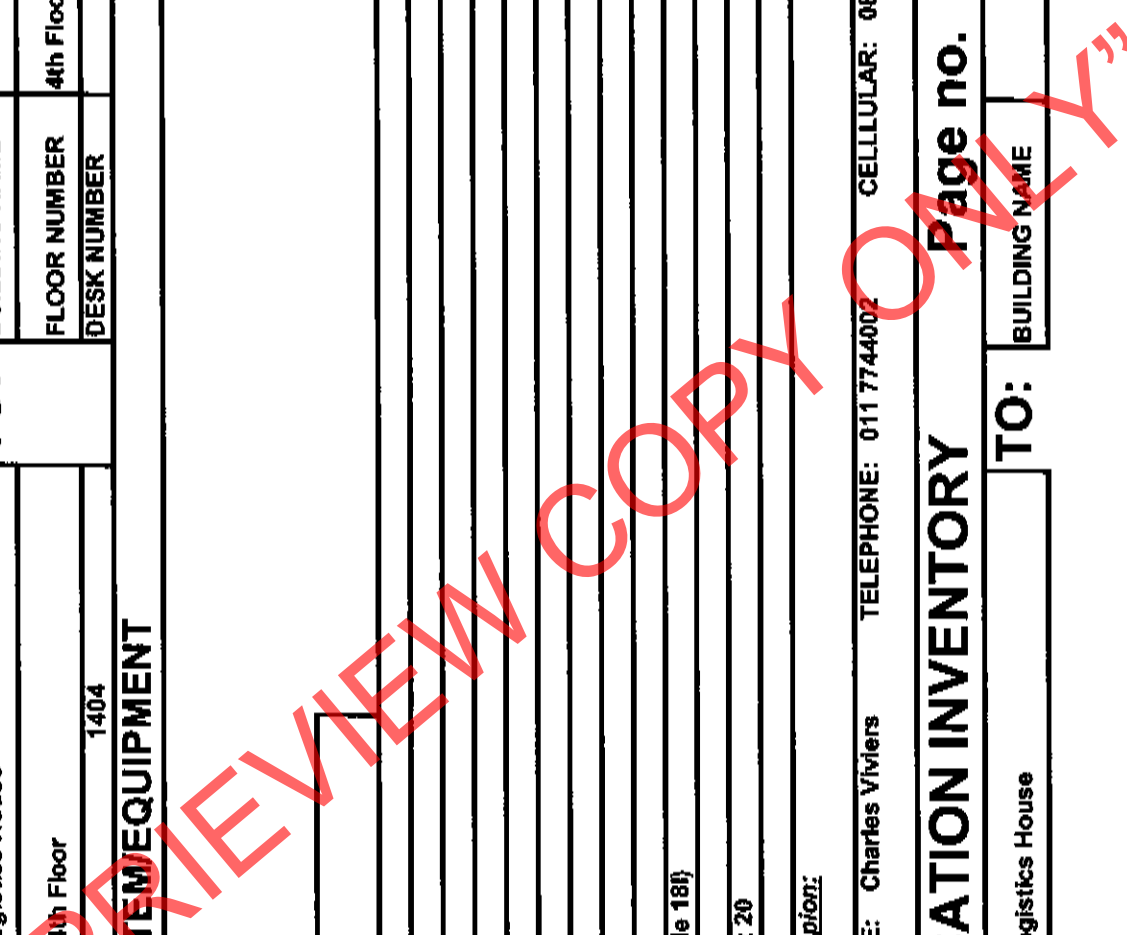
OTHER EQUIPMENT : Description

Item 13	Percolator x 9
Item 14	Flusk 2
Item 15	Proxima x 4
Item 16	Binding machines x 3
Item 17	Hole drill x 1
Item 18	Thermo binder x 1
Item 19	Toolkit
Item 20	Heavy Duty punch x 4
Item 21	Water bottles x 10 (nestle 18l)
Item 22	Bar fridge 10
Item 23	Foyer Blns (Ashtrays) x 20
Item 24	Cupboards 8

Checked and signed by Relocation Champion:

SIGNED: C Viviers	NAME: Charles Viviers	TELEPHONE: 011 7744002	CELLULAR: 0835047052
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RELOCATION INVENTORY Page no.					
FROM:	BUILDING NAME	Logistics House	TO:	BUILDING NAME	Inyanda 4



RELOCATION INVENTORY		Page no.	
FROM:	Logistics House	TO:	Inyanda 4
	14th Floor		4th Floor
	1404		
FULL DESCRIPTION OF ITEM/EQUIPMENT			
TOTAL NUMBER OF BOXES (packed, sealed and labeled)	100		
COMPUTER			
Rental number			
OTHER EQUIPMENT :			
Item 1	Shredder x 6		
Item 2	Flip Chart x 6		
Item 3	Water Cooler x 9		
Item 4	Fridge x 5 (Kitchen)		
Item 5	Microwave x11 (Kitchen)		
Item 6	TV's x 2 room 1407		
Item 7	Kettle x16 (Kitchen)		
Item 8	Wall Mounted Electronic White Board x 24		
Item 9	White Board (Normal Wall Mounted) x 42		
Item 10	Urn x 2		
Item 11	Dustbin (Kitchen x 13		
Item 12	Aircon x 20		
<i>Checked and signed by Relocation Champion:</i>			
SIGNED: C Viviers		NAME: Charles Viviers	TELEPHONE: 011 7744002
		CELLULAR: 0835047052	

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RELOCATION INVENTORY				Page no.	
FROM:		Logistics House	TO:		Inyanda 4
		14th Floor			4th Floor
		1404			
FULL DESCRIPTION OF ITEMS/EQUIPMENT					
TOTAL NUMBER OF BOXES (packed, sealed and labeled)		5			
COMPUTER					
Rental number					
OTHER EQUIPMENT :					
Item 1	12 Spinning bikes - To go to the Gym - Kevin Zinn				
Item 2	40 Handheld devices & charges				
Item 3	OBC Simulator with Lan cables				
Item 4	4 x OBC Screens				
Item 5	2 x Toolboxes				
Item 6	4 x Invertors				
Item 7	1 x HP printer				
Item 8	1 x leatherbag & equipment				
Item 9	Cables and atenae				
Item 10	2 x steel boxes with equipment				
Item 11	HP Printer				
Item 12	OCE Large Format Printer				
Item 13	OCE Dell PC				
Item 12	OCE Scanner				
<i>Checked and signed by Relocation Champion:</i>					
SIGNED: C Viviers		NAME: Charles Viviers		TELEPHONE: 011 7744002	CELLULAR: 0835047052

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RELOCATION INVENTORY Page no. _____

FROM:	BUILDING NAME	Umjantshi House		BUILDING NAME	Inyanda 4
	FLOOR NUMBER	5th		FLOOR NUMBER	1st Floor
	ROOM NUMBER	529a		DESK NUMBER	36

FULL DESCRIPTION OF ITEM/EQUIPMENT

TOTAL NUMBER OF BOXES (packed, sealed and labeled)	5				
COMPUTER Rental number					
OTHER EQUIPMENT :					
Item 1	Description				
Item 2	Plan table				
Item 3	2 x bar fridges				
Item 4	3 x kettles				
Item 5	cutlery & crockery				
Item 6	2 x trolleys				
Item 7					
Item 8					
Item 9					
Item 10					
Item 11					
Item 12					

Checked and signed by Relocation Champion:

SIGNED:	NAME:	TELEPHONE:	CELLULAR:
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