

PROCEDURES FOR THE ACQUISITION OF GOODS AND SERVICES

1. To which schools do these procedures apply?

All non-section 21 schools

2. Through which office must you work?

All non-section 21 schools must order via:

LTSM Order Office
15th Floor
Golden Acre Building
Adderley Street
Cape Town
8001

Tel. no.: 021 467 2552 Fax: 086 763 3377 or 021 467 2612
Email: LTSM@westerncape.gov.za

Hereafter, this office will be referred to as *the order office*.

3. What must you do?

- 3.1 Divide your allocation into the required categories by completing and submitting the **WCED 032** forms electronically, and the originals, as indicated in paragraph 3.1 of the Circular by no later than 31 March 2017.
- 3.2 **Requisition learning and teaching support material (LTSM)** by accessing the online ordering system which will be made available for a limited period on CEMIS. Schools will be informed in good time via circulars of the relevant periods when the system can be accessed. Where required schools may be requested, besides ordering online, to submit **WCED 034** forms (signed and school stamped) to the order office for purchases for the start of the 2018 school year. Should your school not use its budget allowance for LTSM acquisitions, a nil return must be submitted. Should the school use less than the prescribed amount for LTSM, a copy of the governing body's decision and the circuit manager's letter of support must accompany the WCED 032 form as a motivation.
- 3.3 **Requisition local purchases** by accessing the online ordering system which will be made available for limited periods on CEMIS. Schools will be informed in good time via circulars of the relevant periods when the system can be accessed. Only items that are on the catalogues will be available to order electronically. Where items are not available online, e.g. copy paper and

printer cartridges schools are required to submit an original **WCED 026 form** (signed and school stamped) **to the order office**.

Schools must ensure that each item requested on the WCED 026 form is clearly specified, that is, the description of the items must include physical dimensions such as size (e.g. height, width, length), quantity (e.g. number of items per box), etc. According to the procurement policy the Western Cape Education Department (WCED) cannot advertise for a specific brand unless that specific brand is required to fulfil the warranty requirements of equipment items. In all other instances the WCED will strive to supply items equal to the quality requested by schools.

3.4 The value of the items on the WCED 034 and WCED 026 forms may not exceed the allocations on the WCED 032 form. The WCED 032 form must be submitted to Head Office before **Friday, 31 March 2017**.

3.5 The attached WCED 032 form must be completed **electronically** and sent to email address **Wced-032@westerncape.gov.za**

Schools with email facilities must follow the procedure below:

- Save the WCED 032 after opening the attachment.
- Complete the form electronically.
- Save and send it, as an attachment to an email, to the above email address.

All schools must still send the **original**, signed WCED 032 forms to Head Office at the following address:

Head: Education
For attention: Ms P Phillips
Directorate: Institutional Resource Support
Western Cape Education Department

Private Bag X9114
Cape Town
8000

(Tel. no. 021 467 2326 / 2552)

or hand-deliver to the LTSM Order Office, 15th floor, Golden Acre Building, Adderley Street, Cape Town

- A **copy** of the completed WCED 032 form must be retained by the school.

3.6 If there are problems with deliveries from overseas, suppliers must apply to the order office for approval of a later delivery date.

4. What is meant by learning and teaching support material (LTSM)?

The Department of Education (DoE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework), including the following:

- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
- Workbooks
- Posters, maps and wall charts
- Educational board games
- Library material (fiction and non-fiction), reference books, posters, and recordings on videos, DVDs, audio cassettes, CDs, CD-ROMs, multi-media, etc.
- Computer software and licensing
- Resource material for educators, learners, classroom and library

All schools must use at least 30% of their N&S allocations for LTSM, 10% of which should be for library material. Should less than this be used, the principal, the chairperson of the governing body and the circuit manager must confirm on the WCED 032 that every learner will be in possession of sufficient, appropriate LTSM (including a textbook for each learning area or subject and, in the case of library material, a total number of library items constituting the minimum international standard of 10 items per learner), and provide a motivation in the appropriate column. In terms of WCED policy, no textbooks and readers may be photocopied, as this would constitute an infringement of the Copyright Act, 1978 (Act 98 of 1978).

5. What does the WCED do once the forms have been received from you?

The WCED 032 form will be checked to determine whether the division of the allocation is realistic for the period concerned. In particular, it will be determined whether sufficient funds have been allocated for municipal services. Should insufficient funds have been allocated, the division of funds will be adjusted in consultation with the school. To prevent delays in the process, the WCED 032 form must be completed very carefully.

6. How are deliveries monitored?

Schools are informed when an order is awarded to a supplier, with an indication of the supplier's details, items which stand to be delivered as well as the expected delivery date. The principal must ensure that the chosen supplier delivers the LTSM within the delivery period. Should textbooks not have been received by this date, the principal must inform the order office without delay. Suppliers are encouraged to limit deliveries to one delivery per order. However, where partial deliveries are made a delivery note must be presented with each delivery, to be certified by the school.

Principals or the officials authorised to accept LTSM delivered to the school, must certify on each page of the delivery note or invoice that the delivery is correct. The certified document must be submitted to the order office within five days after the final delivery has been completed. Before the invoices are certified as correct, the items delivered must be checked against the items listed on the confirmed order documents to ensure that only items that were ordered are delivered. **Invoices for any deliveries must not be kept at the school until the rest of the order has been delivered, but should be submitted for payment immediately.** Should the supplier not have delivered all the items by the specified delivery date, the principal may request the order office in writing to cancel the order for the outstanding items, and inform the supplier accordingly.

The form: Specimen signatures must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the approved officials will be processed for payment (see paragraph 8 below).

7. What about maintenance of and repairs to buildings and equipment?

The expenditure for the maintenance and servicing (also maintenance contracts) of photocopiers, risographs, typewriters, sewing machines, lathes, school furniture for learners and educators, etc. must be budgeted for in the annual allocation on the WCED 032 form under the budget item *Maintenance and Repair of Buildings and Equipment*. The school will be responsible for payment for these services and must ensure that it gets value for its money.

8. How is payment made for goods delivered?

The official authorised to receive LTSM at the school must certify the invoices as prescribed in Circular 0144/1998 of 05 November 1998. This circular is available on the WCED website. **Schools must ensure that they purchase stamps which reproduce the wording on the examples below.**

<p>GOODS I hereby certify that</p> <ul style="list-style-type: none"> • the supplies were required for official purposes and for an approved service; • the supplies were received on in the correct quantity and in good condition; • the receipt of the supplies has been entered in the records; • the rates are in accordance with a contract/are fair and reasonable; and • the supplier is entitled to payment. <p>..... SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF</p> <p>..... NAME IN PRINT</p> <p>..... DATE</p>	<p>SERVICES I hereby certify that</p> <ul style="list-style-type: none"> • the services rendered were necessary for official purposes; the services were satisfactorily carried out on • the charges are according to the relative tariff, contract or agreement/are fair and reasonable; and • the supplier is entitled to payment. <p>..... SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF</p> <p>..... NAME IN PRINT</p> <p>..... DATE</p>
---	--

The form: Specimen signatures must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the approved officials will be processed for payment.

The certified proof of delivery/invoices, reflecting the above stamps and the school stamp, must be submitted to the order office within five days of receipt so that payment can be processed.

9. What happens if the school exceeds its allocation?

Although the WCED manages the allocation, it is the school's responsibility to ensure that the amount available is not exceeded.

Schools do not need to complete this form (A1) if requisitions are advertised on the Integrated Procurement System (IPS)

NAME OF SCHOOL:

DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY

- 1. I, the undersigned, hereby declare in respect of requisition no:..... that
- 1.1 all information, documentation and decisions regarding any matter before the sub-committee are confidential and I undertake not to make known anything in this regard;
- 1.2 I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody; and
- 1.3 I will make known details of any private or business interest which I, or any official, close family member, partner or associate may have in any proposed procurement or disposal process, or in any award or contract, and that I will immediately withdraw from participating in any manner whatsoever should this be the case.

2. *In order to give effect to the above, the following questionnaire must be completed and submitted by the committee member in respect of this quotation.*

2.1 *Are you, or any person involved with the evaluation and/or adjudication of this quotation connected with the bidder by virtue of any relationship (family, friend, other)?* **YES / NO**

2.2 *If so, state particulars:*

2.3 *Are you aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and/or adjudication of this quotation?* **YES / NO**

2.4 *If so, state particulars:*

2.5 *Is it necessary for you or any person involved with the evaluation and/or adjudication of this quotation, to withdraw from participating in any manner whatsoever in the process relating to this quotation?* **YES / NO**

DECLARATION

I, THE UNDERSIGNED (NAME), CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.5 ABOVE IS CORRECT. I ACCEPT THAT THE HEAD OF EDUCATION MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Committee Member/Staff Member Date

.....
 Chairperson Date

Schools do not need to complete this form (A2) if requisitions are advertised on the Integrated Procurement System (IPS)

LIST OF DIRECTORS AND/OR SHAREHOLDERS OF THE FIRM PROVIDING THE ATTACHED QUOTATION WHO ARE EMPLOYEES OF THE WESTERN CAPE EDUCATION DEPARTMENT OR ANOTHER PROVINCIAL OR NATIONAL DEPARTMENT

SERVICES AND GOODS

THIS FORM MUST BE ATTACHED TO EACH QUOTATION ISSUED

I/We hereby declare that the following persons who are directors and/or shareholders of the firm providing the attached quotation are employees of the Western Cape Education Department or another provincial or national department:

Name	ID number	Position occupied and where (employer)	PERSAL number	Percentage of business/enterprise owned

OR

I/We declare that no person in the employment of the Western Cape Education Department or another provincial or national department is a director and/or shareholder of

.....
(Name of firm providing the attached quotation)

Full name(s)	Position(s) held in firm submitting quotation	Signature(s)

FIRM'S ADDRESS:

.....

..... DATE:

Schools do not need to complete this form (A3) if requisitions are advertised on the Integrated Procurement System (IPS)

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying quotation,

.....
(Quotation number and description)

in response to the invitation for the bid made by

.....
(Name of school)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify the following, on behalf of

.....
(Name of bidder)

1. I have read and understand the contents of this certificate.
2. I understand that the accompanying bid will be disqualified if this certificate is found not to be true and complete in every respect.
3. I am authorised by the bidder to sign this certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorised by the bidder to determine the terms of the bid and to sign the bid on behalf of the bidder.
5. For the purposes of this certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organisation, other than the bidder, whether or not affiliated with the bidder, who—
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium* will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding—
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been and will not be disclosed by the bidder, directly or indirectly, to any competitor prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act 89 of 1998) and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004) or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

* “Joint venture” or “consortium” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SAVINGS ON MUNICIPAL SERVICES

ELECTRICITY

- (i) Outside lights must be switched off during the day.
- (ii) Only when natural light is inadequate should classroom lights be switched on during the day.
- (iii) Only the security lights and lights of corner classrooms must be switched on at night.
- (iv) During weekends and school holidays, the above-mentioned lights (see (iii)) must be switched on at night and switched off in the morning.
- (v) The installation of pre-paid electricity meters must be considered as schools will be able to exercise better control over their use of and spending on electricity. Eskom and most other municipalities have indicated that it will be possible for them to install these meters.

WATER

- (i) Water sprinklers must be used sparingly and turned off when lawns and flower beds are wet enough. There are service providers that install water restriction meters. Such an option should be considered by schools.
- (ii) The water supply to urinals and taps outside the buildings must be closed at the stopcocks when not required, e.g. after school hours and especially during weekends.
- (iii) Personnel must ensure that all taps are closed properly before they leave the premises.
- (iv) Supply pipes and water meters must be checked regularly for leakages and defects. The following procedure must be followed:
 - When the school closes for the day, ensure that all taps are closed and take the meter reading.
 - Take another reading in the morning before any taps are opened.
 - Compare the readings and, if they differ, take the following steps:
 - When the school closes the next day, close the stopcocks and take a meter reading.
 - Take a reading the next morning before the stopcocks are opened.
 - If there is still a difference between the readings, it indicates that the water meter is defective or that there is a pipe leakage.
 - Make arrangements immediately to have the defective water meter and/or pipe repaired.

REFUSE REMOVAL

Monitor the number of refuse bins used. Local authorities normally levy a tariff per bin. It is therefore important to use as few refuse bins as possible. Consideration could also be given to appointing a private contractor to remove the school's refuse.

The Chairperson of the Governing Body:

Surname & Initials: _____

Postal address: _____

Fax no.: _____

Tel no.: _____

Date: _____

The Director

For attention: The Deputy Director: Corporate Services

District Office: _____

APPLICATION FOR SECTION 21 STATUS AS FROM 01 APRIL 2017**EMIS NUMBER:** _____ **EDUCATION DISTRICT:** _____**NAME OF INSTITUTION:** _____ **CIRCUIT:** _____

1. In terms of section 21(1) of the South African Schools Act, 1996 (Act 84 of 1996), as amended, the governing body has decided, at a properly constituted meeting held on _____, to apply for the functions as set out in the above- mentioned section.

2. The following documents, as required, are attached (marked with an X):

	Certificate of sound financial management (2015)
	Copy of governing body minutes (approval of section 21 status application)
	Audited financial statements (2015)
	Bank reconciliation (latest available) with bank statement
	Budget (2017)
	Municipal Services (budgeted and actual for 2016)

3. Details of our auditor:

Initials and surname: _____

Postal address: _____

Telephone no.: (code) _____ Fax no.: _____

GOVERNING BODY: **CHAIRPERSON**_____
GOVERNING BODY: **TREASURER**_____
PRINCIPAL**FOR DISTRICT USE ONLY**

	Recommendation of the Deputy Director: Corporate Services
	Recommendation of the Circuit Manager