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File: 5/8/4/1/2
Enquiries: A Henriques

Circular: 0015/2016
Expiry date: 31 March 2017

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: IMG Coordination and Advice, Principals and Governing Body Chairpersons of all section 21 ordinary public schools

Short summary: Opportunity for section 21 schools to order stationery and cleaning materials for use in 2017.

Subject: Ordering of stationery and cleaning materials in the 2016/17 financial year for section 21 schools

1. Please note that this circular is only applicable to section 21 schools.
2. Section 21 schools were informed in Circular 0004/2015 of the two separate contracts concluded by the Western Cape Education Department (WCED) and the ordering process that should be followed in terms of the said contracts.
3. Principals are herewith informed of an opportunity in May and August 2016 for section 21 schools to order stationery and cleaning materials directly from the service providers contracted to the WCED for use in 2017.
4. The advantages to be derived from ordering from these service providers include comparatively lower prices per item, inclusive of delivery to the school.
5. It is required that the full order for the 2017 school year be placed directly with these service providers during May 2016 to ensure that stationery and cleaning materials are delivered prior to the start of the new school year. Payment for stationery and cleaning materials received must be settled directly with the service provider.

6. A top up opportunity will be afforded to section 21 schools during August 2016, should you have become aware of the need to purchase additional stationery and cleaning materials for use in 2017.

7. Orders for stationery for schools in all education districts must be placed directly with the following service provider who is contracted to the WCED:

Masiqhame Trading 1057 CC
30 Blinkwater Crescent
Edgemead
7441
Telephone no.: 021 558 9947
Contact person: Mr G Daniels

8. Orders for cleaning materials will be placed with two different service providers who are contracted with the WCED.

8.1 For schools in the metropole education districts, orders for cleaning materials must be placed directly with the following service provider:

RC Suppliers
14 Klaver Street
Sybrand Park
Rondebosch
7700
Telephone no.: 021 696 9361
Contact person: Ms R Blankenaar

8.2 For schools in the rural education districts, orders for cleaning material must be placed directly with the following service provider:

Amanthi Traders CC
2 Nice Street
Uitzicht
7550
Telephone no.: 021 976 7938
Contact person: Ms M Gouveia Ferreira

9. Catalogues containing stationery and cleaning material items and the price per item are attached hereto. Please ensure that you refer to the catalogues applicable to your education district only. The prices provided include delivery to your school.

10. It is very important for schools to plan carefully in determining how their norms and standards and other school funds are managed to meet all the necessary learner and school requirements.

11. Kindly bring the contents of this circular to the attention of all relevant officials.

SIGNED: PA VINJEVOLD

HEAD: EDUCATION

DATE: 2016-04-13