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Enquiries: B le Keur

Circular: 0016/2016

Expiry date: 31 March 2017

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

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

Subject: Online ordering of stationery and cleaning materials in the 2016/17 financial year for all non-section 21 schools

1. Schools are herewith informed of the first online opportunity from 09 to 18 May 2016 to order stationery and cleaning materials for use in 2017.
2. In 2015 schools were informed in Circulars 0005/2015 and 0022/2015 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 applicable to non-section 21 schools.
3. Guidelines will be provided on CEMIS to explain how stationery and cleaning material needs should be captured and signed off.
4. The WCED will place orders for the requested stationery and cleaning materials on behalf of non-section 21 schools with contracted suppliers, as explained in Circular 0005/2015.
5. Schools may only place an online order for the items listed in the stationery and cleaning catalogues (hereto attached).
6. Please note that the stationery contract does not provide for the supply and delivery of photocopy paper and printer cartridges. These items, as well as other items not listed in the stationery and cleaning material catalogues, will be procured separately through quotations invited via the Integrated Procurement Solution (IPS).

Schools must submit requisitions (WCED 026 forms) in this regard to the LTSM office by no later than 18 May 2016 to ensure timeous delivery.

7. Schools will be required to use their norms and standards funds for local purchases to cover all their stationery and cleaning material needs. It is therefore very important that schools plan carefully in determining how their norms and standards funds are managed, to ensure the availability of sufficient funds for their requirements. To assist schools in this regard, confirmation of orders and the value thereof are sent to schools as orders are being processed.
8. Schools are encouraged to use this opportunity to order the bulk of their needs and will be afforded a second opportunity during August 2016 to order any further items to cover additional needs that may still exist.
9. Kindly bring the contents of this circular to the attention of all relevant officials.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2016-04-13