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5/8/4/1/2
Enquiries: B le Keur

Circular: 0023/2016
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: *Final opportunity for non-section-21 schools to order additional 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. This circular should be read in conjunction with Circular 0016/2016 dated 13 April 2016.
2. From 01 to 05 August 2016, non-section-21 schools will have a final opportunity to order stationery and cleaning materials online for use in 2017.
3. Guidelines will be provided on CEMIS to explain how additional stationery and cleaning material needs should be captured and signed off.
4. The Western Cape Education Department (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 place an online order only for the items listed in the stationery and cleaning catalogues (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 cleaning material and stationery catalogues, will be procured separately through quotations invited by means of the Integrated Procurement Solution (IPS).

Schools must submit requisitions (WCED 026 form) in this regard to the LTSM office by no later than 05 August 2016 to ensure timeous delivery.

7. Schools will be required to use their norms and standards (N&S) 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 N&S funds are managed, to ensure the availability of funds sufficient for their requirements. Schools will be assisted in this regard in that confirmation of orders and the value thereof will be sent to them as orders are being processed.
8. Kindly bring the contents of this circular to the attention of all relevant officials.

SIGNED: PA VINJEVOLD
HEAD: EDUCATION
DATE: 2016-07-08