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Enquiries: JT Solomons

Circular: 0040/2017
Expiry date: 30 September 2020

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors (Corporate Services at education district offices) and all SCM Champions

Short summary: Provision of catalogues for the ordering of stationery and cleaning, gardening and electrical supplies for the period 1 October 2017 to 30 September 2020.

Subject: Ordering of stationery ordering stationery and cleaning, gardening and electrical supplies by Head Office, education district offices and non-section 21 schools

1. Please be advised that the Western Cape Education Department (WCED) has concluded a new contract (B/WCED 2381/16) for the supply and delivery of office stationery for the period 1 October 2017 to 30 September 2020. The current contract (B/WCED 2271/14) will expire on 30 September 2017.
2. Orders for items reflected on the attached catalogue will be placed with:

Masiqhame Trading 1057 CC
4 Postern Way
EDGEMEAD
7441
Telephone no. : 021 558 9947/ 079 782 5343
Contact person : Ms G Daniels

The catalogues reflecting the items available on the above-mentioned contracts and the price per item is attached hereto. These prices include delivery to the relevant offices and the relevant schools.

3. This contract does not provide for the supply and delivery of copy paper and printer cartridges. Paper and other items not contained in the stationery

catalogues, will be procured through quotations invited via the Integrated Procurement Solution (IPS). However, SITA contract (RFB 2007/205) makes provision for the supply of the following types of printer cartridges:

- (a) HP
- (b) Fujitsu
- (c) Canon(P)
- (d) Zebra
- (e) Brother
- (f) Lexmark
- (g) Toshiba

Responsibility Managers must ensure that the relevant contract number is reflected on the requisition for cartridges so that this is inserted into the order form. Any cartridges not reflected above must be sourced via the IPS. Order offices will receive a list of vendors for the listed cartridges separately.

4. To order stationery items, the following steps must be followed:
- (a) Complete a LOG 1 requisition form.
 - (i) In the description column, record "supply stationery as per attached lists".
 - (ii) Insert the contract number (B/WCED 2381/16) below the above statement (until 30 September 2017, the contract number B/WCED 2271/14 is to be used);
 - (iii) Attach the needs list to the requisition form and ensure that it does not exceed 10 line items. If more than 10 line items are required, a separate requisition form must be submitted;
 - (iv) Requisition items that are not available on the contract separately.
 - (b) Attach the PGWC 002 BAS Allocation Attachment form to the requisition form and reflect the budget available for the acquisition.
 - (c) Use the MS Office Excel version of the relevant catalogue (which will be availed to the appointed SCM Champions electronically) to determine the expense for each requisition.
 - (d) To select the items required from the relevant catalogues, the following steps must be followed:
 - (i) Use the "filters" already contained in the MS Office Excel spread sheet.
 - (ii) Filter either per "item name" or per "commodity".
 - (iii) Indicate the quantity required. The MS Office Excel spread sheet will automatically calculate the cost of the acquisition. This amount must be reflected on the individual PGWC 002 BAS Allocation Attachment form.
 - (iv) Print the selection, including the total price and attach to the requisition form as per (a) (iii) above.

5. The LTSM Project Team within the Directorate: Institutional Resource Support will order for non-section 21 schools and similarly communicate the existence of the new contract and ordering procedures to the schools.
6. Ms Amanda Higa, telephone no. 021 467 2812, may be contacted for assistance with completing requisitions.
7. Kindly note that only authorised officials within the Supply Chain units of the relevant offices may place orders with the suppliers and that the measures in Institutional Instruction No. 10/2013 (completeness of source documents for the procurement of goods/services) must be adhered to.
8. Kindly bring the contents of this circular to the attention of all concerned.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2017-09-30