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Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kuBaphathi beeSekethe, kwiiNtloko zoQuquzelelo neNgcebiso ngeze-IMG, kumaSekela Balawuli abakwii-ofisi zezithili, kwiiNqununu nakooSihlalo bamaBhunga oLawulo azo zonke izikolo zikarhulumente eziqhelekileyo

Isishwankathelo esifutshane: *Umgaqo-sikhokelo wokunceda nokwazisa ngosetyenziso ngokukuko lomgaqo-nkqubo nezigqibo zobuchule zokuthengwa kwe-LTSM liSebe leMfundo leNtshona Koloni.*

**Isihloko: Umgaqo-sikhokelo ovunyiweyo ongokuthengwa kweZixhobo eziXhasa ukuFunda nokuFundisa (LTSM) eNtshona Koloni**

1. ISebe leMfundo leNtshona Koloni (iWCED) ligunyaziswe ukuba linike imfundo esemgangathweni bonke abafundi yaye livume umgaqo-sikhokelo wokunceda bonke abathathi-nxaxheba ngokuphathelele koku.
2. Lo mgaqo-sikhokelo uqhotyoshelweyo usebenza njengesikhokelo yaye wazisa ngosetyenziso ngokukuko lomgaqo-nkqubo nezigqibo ezinobuchule zokuthengwa kwe-LTSM yeWCED.
3. Phakathi kwezinye iinkcukacha, lo mgaqo-nkqubo unika ingcaciso ngeendima nemisebenzi engeenkqubo zokusingathwa kwe-LTSM eWCED, kwakunye nesicwangciso solawulo lwe-LTSM injongo ikukukhokela ekusingathweni kweencwadi zokufunda (*textbooks*), iincwadi zomsebenzi (*workbooks*) nezifundo ngoncwadi (*literature studies*) esikolweni, kuqukwa nenkqubo kwanemigaqo yokufaka ingcaciso entsha kwii-inventri nokukhutshwa (*issuing*), ukubuyiselwa (*retrieval*) nokugcinwa (*retention*) kwe-LTSM.
4. Kucelwa wazise okukule setyhula onke amagosa achaphazelekayo ukuze akuthathele ingqalelo.

**ISAYINWE:** NGU-TS MATSELISO

**INTLOKO YESEBE LEMFUNDO EBAMBELEYO**

**UMHLA:** 2017-04-12

**FRAMEWORK FOR THE SUPPLY OF  
LEARNING  
AND  
TEACHING SUPPORT MATERIAL  
(LTSM)**

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## FRAMEWORK FOR THE SUPPLY OF LEARNING AND TEACHING SUPPORT MATERIAL (LTSM)

### 1. Definitions

In this document, any word or expression to which a meaning has been assigned in the Act bears the meaning assigned to it unless the context indicates otherwise -

'Learning and Teaching Support Material' (LTSM) means a variety of learning and teaching materials used in the classroom that supports and facilitates teaching and learning directly in the classroom or at home. It includes, but is not limited to:

- Textbooks, teacher guides, readers, and prescribed books;
- Reference books, atlas, dictionaries, wall charts, posters, maps and models;
- Mathematics, science, technology and biology apparatus, electronic and technical equipment, hospitality resources;
- e-LTSM;
- Workbooks
- Educational toys and games;
- Library material (fiction and non-fiction, pre-recorded videos, DVDs, audio-cassettes, CDs, CD-ROMs,);
- Computer software and licensing;
- Resource material for teachers;
- Stationery and supplies.

'the Act' means the Western Cape Provincial School Education Act, 1997, (Act 12 of 1997).

'the SASA' means the South African Schools Act, 1996 (Act 84 of 1996)

'the WCED' means the Western Cape Education Department established in terms of section 7(2) of the Public Service Act, 1994 (Proclamation 103 of 1994)

**Note:** The focus of the framework is the provision of textbooks.

### 2. Purpose of the framework

2.1 The core mandate of the Western Cape Education Department (WCED) is to deliver quality education for all learners. Access to quality Learning and Teaching Support Material (LTSM) is therefore critical in achieving this goal.

The purpose of the Framework for LTSM is to:

- (i) guide and inform the practical implementation of policy and strategic decisions with regard to the WCEDs LTSM provisioning. This will assist the WCED to create an optimal learning environment for learners and educators.
- (ii) ensure responsible LTSM management by all employees;
- (iii) outline the business processes for the provision of LTSM;
- (iv) provide guidance relating to the use of national catalogues to ensure that schools acquire quality LTSM;
- (v) provide a management plan for the procurement and delivery of LTSM;
- (vi) clarify the procurement model for the supply of LTSM in line with the curriculum requirements of Western Cape schools;
- (vii) provide an LTSM management plan to guide the management of textbooks, workbooks and literature study at school level, including the process and procedures for updating inventory, issuing, retrieval and retention of LTSM;
- (viii) provide a management plan regarding the declaration of conflict of interest in terms of LTSM in the WCED;
- (ix) assign the monitoring of actual delivery of textbooks at schools to appropriate education district officials; and
- (x) provide clarity in terms of the roles and responsibilities relating to the LTSM business processes in the WCED

### **3. Legislative framework**

- (i) The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996);
- (ii) The South African Schools Act, 1996 (Act 84 of 1996);
- (iii) The Constitution of the Western Cape Province, 1998 (Act 1 of 1998);
- (iv) The Western Cape Provincial School Education Act, 1977 (Act 12 of 1997);
- (v) Department of Basic Education Regulations and Policies;
- (vi) National Norms and Standards for School Funding, Government Gazette No. 29179 of 31 August 2006;
- (vii) National Treasury Regulations;
- (viii) The Public Finance Management Act, 1999 (Act No 1 of 1999);
- (ix) Provincial Treasury Instructions;
- (x) Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000);
- (xi) Preferential Procurement Regulations, 2011;
- (xii) Division of Revenue Act;
- (xiii) Broad-Based Black Economic Empowerment, 2003 (Act 53 of 2003).

## **4. Funding**

Funds for the provisioning of LTSM are provided under the following categories:

### **4.1 LTSM Norms and Standards funding for schools**

4.1.1 Allocations are calculated in accordance with the prescripts in paragraph 108 to 113 of the National Norms and Standards for School Funding, Government Gazette 29179 (31 August 2006).

4.1.2 WCED schools receive Norms and Standards funding from the Directorate: Management Accounting and their allocation letters are available via CEMIS as from September of the preceding calendar year. An allocation letter includes the allocation for the ensuing financial year, as well as provisional allocations for the next two financial years. All allocations are calculated on the current Annual Survey of Schools (ASS) enrolment.

4.1.3 The Norms and Standards allocation is primarily intended for LTSM, local purchases (stationery and cleaning materials) municipal services, and essential day-to-day maintenance of school buildings, grounds and equipment (non-scheduled maintenance).

4.1.4 Each school in the province receives an annual Norms and Standards allocation for LTSM provisioning in order to ensure that each learner has at least a textbook and other appropriate learning materials for each subject as planned in the Annual Operational Plan of the WCED.

4.1.5 The LTSM funding is used by schools to supplement text books and other learning materials supplied by the WCED.

4.1.6 Allocated funds for non-section 21 schools must be spent by 31 March every year.

4.1.7 Section 21 schools must submit WCED 043 forms (quarterly report) to the relevant district office within 30 days of the end of each school quarter. Funds will only be paid to schools if satisfactory WCED 043 reports on the financial activities of previous school quarters have been received.

## **4.2 Curriculum and Assessment Policy Statement (CAPS)**

4.2.1 The Department of Basic Education (DBE) is responsible for the South African Schools' curriculum. There was an incremental implementation of the Curriculum and Assessment Policy Statement (CAPS) which started with the:

- Foundation Phase (Grades 1 to 3) and Grade 10 in 2012,
- Intermediate Phase (Grades 4 to 6) and Grade 11 in 2013, and
- Senior Phase (Grades 7 to 9) and Grade 12 in 2014.

4.2.2 The DBE is responsible for the evaluation (screening) and selection of suitable LTSM in line with curriculum requirements. This process culminates in the compilation and issuing of the national catalogues for all grades. These catalogues are made available to provinces, schools and publishers.

4.2.3 The WCEDs annual budget allows for the provision of LTSM which supports the CAPS.

## **4.3 Funding of new schools, schools that experience greater than 10% growth in learner enrolment, the phasing in of new grades and medium of instruction**

4.3.1 Funds are specified in the WCEDs budget for the resourcing of new schools, existing schools experiencing greater than 10% growth in learner enrolment as well as the phasing in of new grades, new subjects and introduction of a different medium of instruction.

## **5. Evaluation and selection of LTSM**

### **5.1 Principles of screening and evaluation**

5.1.1 Screening, evaluation and selection of LTSM are underpinned by the following principles:

- The screening, evaluation and selection of LTSM are above suspicion.
- Impartiality and objectivity are maintained at all times during the submission, screening, evaluation and selection of LTSM.
- Just and equitable treatment of all interested parties in the best interest of the learners and educators.

5.1.2 Evaluation and screening of LTSM takes place at national level, where the DBE manages the evaluation and selection process that culminates in the production of national catalogues, as described in paragraph 5.3. Only textbooks and readers that meet the published criteria are selected and included in the national catalogues.



## **5.2 Criteria for the evaluation of LTSM**

The criteria for the evaluation and selection of textbooks, workbooks and teacher resources is regulated and managed by the Department of Basic Education (DBE).

## **5.3 Catalogues**

5.3.1 The DBE finalises the draft national catalogue and submits it to Heads of Education Committee (HEDCOM) for approval. The approved national catalogue/s is distributed to publishers and provincial head offices by the DBE.

5.3.2 The national catalogue provides a list of all Core LTSM approved for use in public schools. It provides a maximum of eight options per subject for a grade, from which schools can select the most appropriate resource for their context.

## **6. Procurement of LTSM**

### **6.1 Procurement Models**

6.1.1 The procurement of LTSM is undertaken via the e-procurement system – Integrated Procurement Solution - to a threshold value of R500 000 per event. The required goods are advertised and contracted in accordance with the prescribed Treasury Regulations and the approved Accounting Officer's System.

6.1.2 The bulk procurement of LTSM is undertaken through a formal bidding process by the Directorate: Procurement Management for required goods above R500 000 in accordance with the prescribed Treasury Regulations and the approved Accounting Officer's System.

### **6.2 LTSM procurement process**

#### **6.2.1 Norms and Standards**

6.2.1.1 Funding for Section 21 schools is transferred to their bank account and these schools procure LTSM direct from suppliers. The WCED procures LTSM on behalf of schools as well as for new schools and curriculum extension via the relevant prescribed procurement model.

6.2.1.2 The table below outlines the procurement process followed by the WCED in procuring for section 21 schools, non-section 21 schools, new schools, additional approved curriculum and for additional growth.

	<b>Process Main Activity</b>	<b>Standard Operation Procedure</b>	<b>Control Mechanism</b>	<b>Responsibility</b>
1.	Publish school financial allocation	<ul style="list-style-type: none"> <li>• Calculate allocation per school according to: ASS enrolment; National Poverty Table.</li> <li>• Upload school allocations via CEMIS.</li> </ul>	<ul style="list-style-type: none"> <li>• Allocation published on CEMIS.</li> <li>• Section 108-113, NNSSF.</li> <li>• Allocations according to 3 year MTEF Cycle.</li> <li>• Norms and Standards allocation adjusted in line with learner enrolment numbers (learner in excess of 10%).</li> <li>• Funds allocated must be spent before end of financial year.</li> </ul>	Directorate: Management Accounting
2.	Filled-in proportioned school financial allocation	<ul style="list-style-type: none"> <li>• Open form electronically via CEMIS.</li> <li>• Complete WCED 032 form electronically.</li> <li>• Save WCED 032 form content electronically.</li> <li>• Verify captured information for correctness.</li> <li>• Submit duly completed and signed WCED 032 form to Head Office.</li> <li>• Retain copy of WCED 032 at school for record purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• WCED 032 LTSM Allocations - LTSM (30%) of which 10% targeted for Library Material, Local Purchases (20%), Municipal Services (25%), Maintenance (25%) - Proportionate Allocation.</li> <li>• WCED 032 to be submitted annually on or before 25 February.</li> <li>• Use LSTM allocated amount to divide for LSTM allocations – Submit to Governing Body for decision making - District Office support letter.</li> <li>• Capture via CEMIS electronically.</li> <li>• Ensure that allocations are not exceeded.</li> </ul>	School

3.	Assess division of school financial allocation	<ul style="list-style-type: none"> <li>• Check if the division of the school financial allocation is realistic.</li> <li>• Consult relevant school.</li> <li>• Adjust proportionate school financial allocation (if necessary).</li> </ul>	<ul style="list-style-type: none"> <li>• Norms and Standards allocation adjusted in line with learner enrolment numbers (learners in excess of 10%)</li> <li>• Conditions to assign funds to LTSM: <ul style="list-style-type: none"> <li>○ All learners have books for all subjects – access to other LTSM materials</li> <li>○ 10% library material allocation annually</li> <li>○ Total library stock amounts to 10 items per learner (minimum international standard requirement).</li> <li>○ Governing Body decision for LTSM allocation deviation must be sanctioned at Parent Meeting.</li> </ul> </li> </ul>	Department LTSM Office
4	Determine LTSM need	<ul style="list-style-type: none"> <li>• School LTSM needs are guided by: <ul style="list-style-type: none"> <li>○ All learners have books for all subjects and access to other LTSM materials.</li> <li>○ 10% library material allocation annually.</li> <li>○ Total library stock amounts to 10 items per learner (minimum international standard).</li> <li>○ Governing Body decision on LTSM allocation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that need does not exceed LTSM allocation.</li> <li>• At least 70% of LTSM allocation placed in main order.</li> </ul>	School
5	Requisition LTSM	<ul style="list-style-type: none"> <li>• Capture schools' LTSM needs on WCED 034 form.</li> <li>• Submit WCED 034 form to LTSM Office.</li> <li>• Retain copy of WCED 034 for school record purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• WCED 034 – LTSM requisition form.</li> <li>• Refer to circulars – Norms and Standards funding for schools and ordering process and period for LTSM.</li> <li>• National CAPS catalogues.</li> <li>• National Catalogue for Prescribed Books for Grade 10 to 12.</li> <li>• All non-section 21 schools must order via LTSM Office.</li> <li>• If LTSM allocation is not used – submit Nil Return.</li> </ul>	School

			<ul style="list-style-type: none"> <li>• WCED 034 orders submitted until 31 August of each year.</li> </ul>	
6	Receive LTSM requisition	<ul style="list-style-type: none"> <li>• Receive – <ul style="list-style-type: none"> <li>◦ WCED 034 LTSM Requisition.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Completed WCED 034 – LTSM requisition form.</li> </ul>	Department LTSM Office
7	Collate LTSM needs	<ul style="list-style-type: none"> <li>• Advertise school LTSM requirements on Integrated Procurement Solution;</li> <li>• Receive quotations,</li> <li>• Procure LTSM requirements (per school).</li> <li>• Indicate to supplier the description, quantity and, details for delivery.</li> <li>• Update the internal support system (excel spreadsheets/workbook).</li> </ul>	<ul style="list-style-type: none"> <li>• E-Procurement – Integrated Procurement Solution (IPS).</li> <li>• Formal tender process.</li> <li>• Preferential Procurement Policy Framework, 2000 (Act 5 of 2000).</li> <li>• Preferential Procurement Regulations, 2011.</li> </ul>	Department LTSM Office SCM
8	Procure and order LTSM	<ul style="list-style-type: none"> <li>• Quotation committee processes.</li> <li>• Approval and/or awarding of contracts.</li> <li>• Issue official order.</li> </ul>	<ul style="list-style-type: none"> <li>• Quotations presented at the LTSM Quotation Committee.</li> </ul>	Department LTSM office SCM
9	Deliver LTSM	<ul style="list-style-type: none"> <li>• Deliver LTSM against confirmed order list.</li> </ul>	<ul style="list-style-type: none"> <li>• Prescribed delivery date: first school day of new calendar year.</li> <li>• Suppliers approval from LTSM Office for late deliveries due to unforeseen circumstances.</li> </ul>	Supplier
10	Receive LTSM	<ul style="list-style-type: none"> <li>• Check delivery against confirmed order list.</li> <li>• Principal to report delivery deviations to LTSM Order Office. (E-mail / telephonically).</li> <li>• If Supplier cannot honour the order fully the LTSM office must: <ul style="list-style-type: none"> <li>◦ Cancel the order with regard to the outstanding items</li> <li>◦ Request school to submit a new WCED 034 for the specific items or replacements (according to the said procedure and deadlines).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Invoices for all (full or partial) deliveries must be submitted for payment</li> <li>• Authorized official certifies Invoice as correct and submits to LTSM Office within 5 days of receipt.</li> </ul>	School LTSM office

		<ul style="list-style-type: none"> <li>• School to certify receipt with school stamp on all pages of invoices.</li> <li>• School to submit invoices to LTSM office for either full or partial deliveries for payment.</li> </ul>		
11	Receive LTSM invoice	<ul style="list-style-type: none"> <li>• LTSM office receives the invoice reflecting the - supplier's name, the order number, the invoice number, delivery address.</li> <li>• Check invoices for authorised certification, school stamp and submit such for either full or partial payment i.r.o.in respect of items delivered.</li> <li>• Prepare invoice and supporting documents for payment.</li> <li>• Update the electronic database.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices received within 5 days of delivery.</li> </ul>	LTSM office
12	Payment for LTSM	<ul style="list-style-type: none"> <li>• Receive all procurement forms and supporting documents.</li> <li>• Process payment.</li> <li>• Receive proof of payment.</li> </ul>	<ul style="list-style-type: none"> <li>• Payment to suppliers within 30 days of receipt of a duly certified and correct invoice.</li> </ul>	LTSM Office
13	Monitor, evaluate, report on LTSM process	<ul style="list-style-type: none"> <li>• Control orders placed against the delivery notes per Circuit/District/etc.</li> <li>• Manage due dates by schools, suppliers, LTSM officers, SCM, etc.</li> <li>• Manage deviations on SCM processes.</li> <li>• Manage payments effected against budget allocated (BAS included)</li> <li>• Conclude monthly management reports.</li> <li>• Conclude quarterly management reports.</li> <li>• Evaluate and incorporate lessons learnt from previous/current processes into new planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Excel workbook for LTSM.</li> <li>• Budget control sheets.</li> <li>• Reporting template/requirement.</li> </ul>	Department LTSM office
14	Monitor delivery	<ul style="list-style-type: none"> <li>• Monitor delivery against procured items to ensure LTSM is at school on first school day.</li> <li>• Monitor the use of procured LTSM to ensure fruitful expenditure.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring delivery of ordered goods.</li> </ul>	LTSM office District office

### 6.3 Procurement of textbooks for the implementation of CAPS

6.3.1 The WCED procures textbooks centrally for all public school learners to support the implementation of a new or revised curriculum and to support curriculum interventions in line with the WCEDs strategic objectives.

6.3.2 The procurement process for centralized ordering from selected service providers is outlined in the table below.

No	Process Main Activity	Standard Operation Procedure	Control Mechanism	Responsibility
1.	Curriculum revision initiated by Education Minister. Development of CAPS curriculum	<ul style="list-style-type: none"> <li>Need for LTSM to support CAPS is identified.</li> </ul>	Curriculum changes as gazetted by the DBE.	DBE LTSM office Ministerial Committee
2.	Draft Curriculum Plan	<ul style="list-style-type: none"> <li>Needs analysis based on strategic objectives of the WCED and DBE.</li> </ul>	<ul style="list-style-type: none"> <li>Costing based on projected learner enrolment and average cost of textbook and number of books per learner.</li> </ul>	Curriculum GET / FET LTSM office
3.	LTSM Provisioning Plan compiled and submitted to EXCO for approval	<ul style="list-style-type: none"> <li>The provisioning plan details the processes involved in the requisitioning, ordering, delivery of textbooks CAPS</li> </ul>	<ul style="list-style-type: none"> <li>Approved LTSM Provisioning Plan</li> </ul>	DIRS
4	Screening, evaluation and selection of core LTSM.  Compilation of national catalogue	<ul style="list-style-type: none"> <li>DBE processes.</li> </ul>	<ul style="list-style-type: none"> <li>Screening, evaluation and selection criteria determined in advance in conjunction with stakeholders.</li> <li>Opportunity provided for appeal.</li> <li>Blind submission for objectivity.</li> <li>Screeners must meet specified professional requirements.</li> </ul>	DBE
5	Requisition	<ul style="list-style-type: none"> <li>Schools capture top-up textbook needs on CEMIS</li> </ul>	<ul style="list-style-type: none"> <li>Controls are written into the programme to</li> </ul>	School

No	Process Main Activity	Standard Operation Procedure	Control Mechanism	Responsibility
	LTSM	<p>ordering site.</p> <ul style="list-style-type: none"> <li>Schools submit their LTSM orders online.</li> </ul>	<p>prevent over-ordering, ordering textbooks for subjects not on the schools approved curriculum.</p> <ul style="list-style-type: none"> <li>Principal must verify and sign off their school order.</li> <li>District monitors schools for compliance in meeting ordering deadline.</li> </ul>	District Office
6	Receive LTSM requisition	<ul style="list-style-type: none"> <li>Programme is written for the compilation of a report on the order per school (order list) and the consolidated orders per title/ book per publisher.</li> </ul>	<ul style="list-style-type: none"> <li>Reports are designed according to the output required.</li> </ul>	Cel
7	Collate LTSM needs	<ul style="list-style-type: none"> <li>Schools' orders are consolidated and forms part of the specifications of a bulk tender to invite suppliers to supply and deliver pre-identified textbooks to schools on an order list.</li> <li>Procure LTSM requirements (bulk).</li> <li>Indicate to supplier the sub-orders size, packaging and for delivery.</li> <li>Update the internal support system (excel sheets/workbook).</li> </ul>	<ul style="list-style-type: none"> <li>Formal Tender process</li> <li>Preferential Procurement Policy Framework , 2000 (Act 5 of 2000), Preferential Procurement Regulation, 2011</li> </ul>	Department LTSM Office SCM
8	Procure LTSM	<ul style="list-style-type: none"> <li>SCM tender processes</li> <li>Bid Committee processes.</li> <li>Approval and awarding of contracts.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation and recommendations part of SCM processes and specialist committees.</li> <li>Discounts provided for economies of scale.</li> </ul>	Department SCM
9	Order LTSM from approved suppliers	<ul style="list-style-type: none"> <li>Issue consolidated order with a distribution list to each publisher.</li> </ul>	<ul style="list-style-type: none"> <li>In terms of the prices offered for the validity period of the contract.</li> </ul>	LTSM Office
10	Deliver LTSM	<ul style="list-style-type: none"> <li>Delivery of LTSM against confirmed order list.</li> </ul>	<ul style="list-style-type: none"> <li>Prescribed delivery date: First school day of new calendar year.</li> <li>Suppliers sort approval from LTSM Order Office for late deliveries.</li> </ul>	Supplier

No	Process Main Activity	Standard Operation Procedure	Control Mechanism	Responsibility
11	Receive LTSM	<ul style="list-style-type: none"> <li>• Check delivery against confirmed order list.</li> <li>• Principal to report delivery deviations to LTSM Office. (e-mail / telephonically)</li> <li>• Certified suppliers' stamp and school stamp on all invoices and submit all invoices for either full or partial deliveries for payment.</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices for all (full or partial deliveries) must be submitted for payment.</li> <li>• Authorised Official certifies Invoice as correct and submits to LTSM Order Office within 5 days of receipt of goods.</li> </ul>	School LTSM Office
12	Receive LTSM invoice	<ul style="list-style-type: none"> <li>• Received the invoice depicting the supplier's name, the order no, the invoice no, delivery date.</li> <li>• Check Invoices for certify stamped and school stamped and submits for either full or partial deliveries for payment.</li> <li>• Prepare Invoice and supporting documents for payment.</li> <li>• Update the electronic support system (excel sheets).</li> </ul>	<ul style="list-style-type: none"> <li>• Receive invoices with proof of delivery.</li> </ul>	Department LTSM Office
13	Payment for LTSM	<ul style="list-style-type: none"> <li>• Receive all procurement forms and supporting documents.</li> <li>• Process payment.</li> <li>• Receive proof of payment.</li> </ul>	<ul style="list-style-type: none"> <li>• Payment to suppliers within 30 days of receipt of a duly certified and correct invoice.</li> </ul>	LTSM Office
14	Monitor, evaluate report on LTSM process	<ul style="list-style-type: none"> <li>• Control orders placed against the delivery notes per Circuit/District/etc.</li> <li>• Control of meeting due dates by schools, suppliers, LTSM officers, SCM, etc.</li> <li>• Control of deviations on SCM processes.</li> <li>• Control payments effected against budget allocated and BAS reports.</li> <li>• Conclude monthly management reports.</li> <li>• Conclude quarterly management reports.</li> <li>• Incorporate lessons learnt from previous/current processes into new</li> </ul>	<ul style="list-style-type: none"> <li>• Budget control sheets.</li> <li>• Reporting template/requirement.</li> </ul>	Department LTSM Office



No	Process Main Activity	Standard Operation Procedure	Control Mechanism	Responsibility
		planning.		

**7. Roles and responsibilities in terms of business processes**

Every step of the LTSM process is taken in collaboration and consultation with WCED key role-players. Although each step requires assumption of responsibility and accountability by the relevant responsible manager, the overall execution is always dependent on information and comment from key role-players.

**7.1 Framework for the supply of LTSM**

7.1.1 The development and collation of the business processes, procedures, roles and responsibilities relating to the Framework for the supply of LTSM within the organizational structure, is managed by the Directorate: Institutional Resource Support.

**7.2 Policy development**

7.2.1 The Directorate: Management Accounting is responsible for the policy and guidelines on budget management.

7.2.2 The Directorate: Procurement Management is responsible for the policy and guidelines on procurement procedures.

7.2.3 The Directorate: Institutional Management and Governance Planning (IMGP) are responsible for the policy and guidelines on the management and governance of LTSM at institutional level.

**7.3 LTSM Plan**

7.3.1 The Chief Directorate: Curriculum Development is primarily responsible for the selection of LTSM that is aligned with policies of the DBE.

7.3.2 The Chief Directorate: Physical Resources is primarily responsible for the compilation of the LTSM Plan, including costing, certification for invoices and

identifying LTSM gaps in institutions through information obtained from schools and districts.

#### **7.4 Management information relating to textbooks**

7.4.1 The Directorate: Knowledge and Information Management is responsible for the upkeep, review and enhancement of the CEMIS and other current and new information systems to be used to provide management information relating to textbooks.

7.4.2 The Directorate: Knowledge and Information Management is responsible for the development and upkeep of the CEMIS structures which are used for uploading various sets of data onto this system.

#### **7.5 LTSM acquisition and delivery**

7.5.1 The Directorate: Procurement Management facilitates the tender process for the contracting of suppliers.

7.5.2 The Directorate: Institutional Resource Support then, in collaboration with the Education Districts, ensures that the correct quantities as indicated on the orders are delivered.

#### **7.6 Catalogue of textbooks**

7.6.1 The Department of Basic Education (DBE) is responsible for the national catalogue from which schools may select textbooks per phase or subject to adhere to the Curriculum and Assessment Policy Statement (CAPS).

#### **7.7 Management of textbooks at school**

7.7.1 The Chief Directorate: Districts and district offices are responsible for monitoring whether schools have structures and policies in place to manage LTSM at school level.

7.7.2 Each principal is responsible for the management of textbooks in the school.

#### **7.8 Textbook and other LTSM utilization**

7.8.1 The Chief Directorate: Districts and district offices are responsible for the monitoring and reporting on textbook utilization at schools.

7.8.2 The School Improvement Plan (SIP) and the Provincial School Improvement Monitoring (SIM) report quarterly on the utilisation of LTSM of each school.

## **7.9 Annual stock account**

7.9.1 The Chief Directorate: Districts and district offices are responsible for the annual stock count and reconciliation of textbook inventory.

7.9.2 This annual stock count process also includes the disposal of textbooks in schools.

## **7.10 Monitoring and evaluation**

7.10.1 Each directorate has to monitor the process it is responsible for and provide quarterly monitoring reports to TOPCO.

7.10.2 Directorates decide on the scope of the matter to be monitored.

7.10.3 The Directorate: Institutional Resource Support is responsible for oversight of the implementation of the Framework for the supply of LTSM and the evaluation and review as and when needed.

## **8. Management of LTSM at school level**

### **8.1 Management**

District offices and public schools are required to ensure that sound management processes are established regarding the receipt, registration,

storage and utilization of LTSM by learners both at school and at home as required by the curriculum.

### **8.2 Selection of books and other learning material**

8.2.1 During selection, the school textbook committee is compelled to select textbooks from the national catalogues provided by the DBE for each phase and / or subject.

8.2.2 Additional LTSM that enhances teaching and learning can be chosen in collaboration and on the advice of subject and curriculum advisers.

### **8.3 Budgeting**

8.3.1 All schools must comply with the standards as set out by the Directorate: Institutional Resource Support when collating their budget allocations.

8.3.2 Schools must complete and submit a WCED 032 form by 25 February of each year.

8.3.3 A separate requisition form – WCED 034 -for library materials, which includes fiction and non-fiction books, reference books, posters, DVDs, CDs and multi-media, must be completed.

8.3.4 Schools are required to use their full LTSM allocation to purchase LTSM and library items to create a text-rich environment that will support and strengthen curriculum implementation in the classroom.

#### **8.4 Ordering for non-section 21 schools**

8.4.1 LTSM will be procured by the LTSM office at Head Office through the e- Procurement System – Integrated Procurement Solution (IPS) for goods to the value of R500 000.

8.4.2 Schools must request **LTSM** by submitting a completed **WCED 034** form in respect of purchases for the start of the following school year by 31 August of each year.

8.4.3 Late orders must be accompanied by a motivation from the district office.

8.4.4 A school's request for textbooks must include a detailed description of the items to be ordered, namely: ISBN number, title, author, publisher, quantity, language, and grade for which the items are required.

8.4.5 The WCED 034 must be signed by the principal and the chairperson of the LTSM sub-committee of the School Governing Body certifying that the goods are required and the information submitted is correct.

8.4.6 Local Purchases (such as school stationery and cleaning material) will be requisitioned by submitting a completed **WCED 026** form to the order office.

8.4.7 Copies of all requisitions and documents submitted must be retained by the school for record purposes.

## **8.5 Receipt of LTSM**

8.5.1 In line with audit requirements, the principal must inform the WCED of the names and signatures of the officials at the school, who are authorized to receive and certify invoices for LTSM delivered to the school. When textbooks are delivered to the school, textbook titles and quantities are entered onto the school's inventory. Before the invoices are certified as correct, the items delivered must be checked against the items listed on the requisition form to ensure that only items that were ordered are delivered. One of the official three signatories who have the authority to receive LTSM, checks, signs the invoice and files a copy of the delivery note. No payments will be effected in respect of an invoice unless the invoice is certified by an authorised signatory as correct. LTSM suppliers must deliver the orders within the specified period and according to the official order. No partial deliveries should be accepted by the school. Only an authorized signatory must sign and stamp invoices certifying these as correct upon receipt of LTSM. Textbook titles and quantities are entered onto the school's inventory. The books are stamped and given a unique number. The Department has the right to randomly visit schools to check if suppliers have delivered according to specification. All LTSM must be kept safely on the school premises whilst not in use.

## **8.6 Issuing of LTSM**

Learners acknowledge receipt of each textbook issued to them by signing against the book's ISBN number. Each learner has a booklist that must be signed by the learner and co-signed by the parent or guardian. Signed booklists should be retained in safekeeping by the school. All textbooks should be covered to extend its life span.

## **8.7 Inventory checks**

The school must conduct an inventory check by holding a textbook check day at least once per term to check for missing and worn-out books against the list. In the case of missing books, parents must be informed and asked to replace them or pay their replacement value. Book accounts must be sent to parents. The school must purchase the books from the supplier and issue the new books to the learner.

## **8.8 Annual LTSM audit**

The school principal must conduct an annual audit of all LTSM. The results of stock-taking must illustrate the shortfalls for the following year. Records of lost and worn out LTSM must be kept and presented at the Governing Body meeting, where permission must be obtained for the writing off of the LTSM. The disposal process must be in place in order to dispose of all

obsolete LTSM. The disposal committee of the school must enter all perished and obsolete items in the disposal register, using as reference the minutes of the governing body meeting where permission was granted.

### **8.9 Retrieval of LTSM**

All schools must have a textbook retrieval policy. At the end of the school year, books are handed to the subject teacher. The teacher checks each book against the book's number and the learner's name. Alternatively, the textbook committee collects textbooks that learners return to the bookroom, using the booklists.

### **8.10 Record keeping**

A record is kept of books that are lost, paid for and replaced. At the end of the year, the textbook committee reports to the principal on the number of books issued and the number returned for each title. The overall percentage of books returned is calculated. The report concludes with recommendations to increase the percentage of books returned in the following year.

### **8.11 Monitoring the LTSM process at school**

The IMG manager is responsible for ensuring that schools comply with the management plan for LTSM. In addition, the IMG manager, or an official requested to monitor, will do periodic checks on learning and teaching material to ensure effective use and safekeeping. The School Corporate Office (SCO) will be responsible to confirm that effective monitoring of LTSM management and annual stock-taking are done at school level.

### **8.12 School-based LTSM policies**

Every school must have a LTSM provisioning policy as well as an annual stock count register and a retrieval policy. All policies relating to LTSM must be signed off by the school principal and the chairperson of the governing body. These policies must be kept in the principal's office. All staff must be informed of such policies.

### **8.13 Declaration of confidentiality and impartiality**

All members of the textbook committee, the chairperson of the committee and the school principal must sign the Declaration of Confidentiality and Impartiality, to ensure:

- that there is confidentiality about the details of all orders and requisitions;
- that all providers and potential providers are treated equitably and without prejudice; and

- that each member will make not known details of any private or business interest which she or he, 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 she or he will immediately withdraw from participating in any manner whatsoever should this be the case.

#### **8.14 Implementation and monitoring of this policy**

The school principal has the responsibility to drive, advocate and ensure the implementation of the framework.

#### **8.15 Responsibility of parents**

The school principal and governing body is expected to conduct meetings with parents for the purpose of cultivating a text-rich environment at school as well as at home and sharing the responsibility of caring for books. Special emphasis should be placed on:

- the care for books;
- the quarterly textbook check day and annual stock count; and
- the replacement of books which are lost.

#### **8.16 Non-compliance**

Any educator or public servant who, without just cause and after written notice, fails to comply with this framework, may be charged with misconduct, and disciplinary steps may be initiated against the official as determined in the

Public Service Act, 1994 (Act 103 of 1994), or the Employment of Educators' Act, 1998 (Act 7 of 1998) as the case may be.

## **ADDENDUMS**

- **Acronyms**
- **WCED 032 form**
- **WCED 043 form**
- **WCED 026 form – Requisition for stationery and cleaning materials**
- **WCED 034 – Requisition for LTSM**
- **WCED 034 form – Requisition for library materials**
- **Specimen signatures of officials authorised to receive goods (LTSM and Local Purchases) on behalf of the school**
- **Declaration of confidentiality and impartiality - Annexure A1**
- **List of Directors and/or shareholders of the firm providing quotations .... – Annexure A2**
- **Certificate of independent bid determination – Annexure A3**



<b>ACRONYMS</b>	
ASS	Annual Survey of Schools
CAPS	Curriculum and Assessment Policy Statements
CEMIS	Central Education Management System
DBE	Department of Basic Education
HEDCOM	Heads of Education Committee
IMGP	Institutional Management and Governance Planning
LTSM	Learning and Teaching Support Material
MTEF	Medium Term Expenditure Framework
NNSSF	National Norms and Standards for Schools Funding
SASA	South African Schools Act
SCM	Supply Chain Management
TOPCO	Top Management Committee
WCED	Western Cape Education Department



OBID-NR.:  
EMIS NO .....  
DISTRICKSKANTOOR/DISTRICT OFFICE.....  
KRING/CIRCUIT: .....

NAAM VAN SKOOL:  
NAME OF SCHOOL: .....  
STRAATADRES:  
STREET ADDRESS:  
.....  
.....

Aan / To  
Hoof: Onderwys / Head: Education  
Privaatsak X9114 / Private Bag X9114  
KAAPSTAD / CAPE TOWN  
8001

Vir aandag: Me P. Phillips (Hoofkantoor)  
For attention: Ms P. Phillips (Head Office)

**Voltooi in TWEEVOUD: Stuur oorspronklike aan bestelkantoor. Behou een afskrif.**

**Complete in DUPLICATE: Send original to order office. Retain one copy.**

Bedrag van toekenning vir 2017 / Amount of allocation for <b>2017</b>	R
<b>LOOM / LTSM</b> <b>Totale bedrag vir leer- en onderrigondersteuningsmateriaal (WKOD-034): 30% van toekenning – insluitend biblioteekmateriaal (10%) / Total amount for learning &amp; teaching support material (WCED 034): 30% of allocation - including library material (10%)</b> <b>Totale bedrag vir plaaslike aankope (verbruikbare items) (WKOD-026): 20% van toekenning/ Total amount for local purchases (consumable items) (WCED 026): 20% of allocation</b>	R
<b>Is die volle geormerkte persentasie van die 2017/18 toekenning aangewend vir LOOM? Indien NEE, verskaf redes hieronder/ Has the total earmarked percentage of the 2017/18 allocation been used for LTSM? If NO, give reasons below.</b> ..... .....	JA / NEE YES / NO
TOTAAL/TOTAL	R
<b>25% AAN UITGAWES T.O.V. MUNISIPALE DIENSTE/ 25% TO EXPENDITURE I.R.O. MUNICIPAL SERVICES</b> <b>Skole mag 'n groter persentasie toeken indien uitgawetendense dit vereis. Schools may budget a larger percentage if expenditure tendencies necessitate this.</b>	R
TOTAAL/TOTAL	R
<b>25% AAN HERSTEL EN INSTANDHOUDING VAN GEBOUE EN TOERUSTING/ 25% FOR REPAIR AND MAINTENANCE OF BUILDINGS AND EQUIPMENT</b>	R
TOTAAL/TOTAL	R

**Redes vir nie-aanwending van volle geormerkte persentasie vir LOOM (2017/18), insluitend biblioteekmateriaal / Reasons for not using earmarked percentage for LTSM (2017/18), including library material:**

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.....  
**HANDTEKENING VAN PRINSIPAAL /  
SIGNATURE OF PRINCIPAL**

.....  
**DATUM / DATE**

.....  
**NAAM IN DRUKSKRIF/NAME IN PRINT**

Ek bevestig hiermee dat ek die skool se LOOM-inventaris, veral met betrekking tot die handboeke en biblioteekmateriaal, nagegaan het en dat ek die skool se besluit om af te wyk van die voorgestelde 30% van die LOOM ondersteun./  
I hereby confirm that I have reviewed the school's LTSM inventory, particularly with regard to textbooks and library material, and that I support the school's decision to deviate from the recommended 30% allocation for LTSM.

.....  
**HANDTEKENING VAN KRINGBESTUURDER /  
SIGNATURE OF CIRCUIT MANAGER**

.....  
**DATUM / DATE**

.....  
**NAAM IN DRUKSKRIF / NAME IN PRINT**

'n Afskrif van die beheerliggaam se besluit om van die aanbevole persentasies af te wyk moet hierdie vorm vergesel.  
(Kyk paragraaf 3.2 in Bylae A.)/  
A copy of the governing body's decision to deviate from the recommended percentages must accompany this form.  
(See paragraph 3.2 in Annexure A.)

.....  
**HANDTEKENING VAN VOORSITTER VAN BEHEERLIGGAAM /  
SIGNATURE OF CHAIRPERSON OF GOVERNING BODY**

.....  
**DATUM / DATE**

.....  
**NAAM IN DRUKSKRIF / NAME IN PRINT**



**KWARTAALVERSLAG / QUARTERLY REPORT**

Inkomste en uitgawes: Kwartaal geëindig/ Income & expenditure: Quarter ending:

MAR JUN SEP DES/DEC 20

(Dui asb kwartaal aan/ Please indicate quarter) (Jaar/Year)

Naam van inrigting / Name of institution:

OBOS/EMDC:

Kring/Circuit: \_\_\_\_\_

Dui aan met 'n X/ Indicate with an X:

Art./Sect. 21

Nie-art/Non-Sect 21

Merk indien toepaslik met 'n X/ Indicate with an X, if applicable:

GEWONE/ORDINARY

OLSO/LSEN

BOOV/ABET

OB 117/CIR117

ITEM	VERSLAG VIR KWARTAAL	WERKLIK TOT DATUM	BEGROTING VIR JAAR	BEGROTING MINUS WERKLIK	* SKATTING: RES VAN JAAR *	AFWYKING/VARIANCE
	REPORT FOR QUARTER	ACTUAL: TO DATE	ANNUAL BUDGET	BUDGET LESS ACTUAL	ESTIMATE: REMAINDER OF YEAR	
	a	b	c	d = c - b	e	f = d - e
<b>A TOTALE INKOMSTE / TOTAL INCOME</b>						
Inkomste / Income	A1 Netto skoolgelde / Nett school fees					
	A2 Netto losiesgelde / Nett hostel fees					
	A3 WKOD / WCED Norme & Standaarde / Norms & Standards					
	A4 WKOD dag-tot-dag instandhouding/ WCED day-to-day maintenance					
	A5 WKOD munisipale dienste / WCED municipal services					
	A6 WKOD Personeel OB 117 / WCED Personnel Cir 117					
	A7 WKOD ander toekennings / WCED other allocations					
	A8 Ander inkomste / Other income					
<b>B TOTALE UITGAWES / TOTAL EXPENDITURE</b>						
Uitgawes / Expenses	B1 Hand- en ander boeke / Text- and other books					
	B2 Plaaslike aankope / Local purchases					
	B3 Munisipale dienste/ Municipal services					
	B4 Dag-tot-dag instandhouding / Day-to-day maintenance					
	B5 Personeel : Opvoeders / Personnel : Educators					
	B6 Personeel : Nie-opvoeders / Personnel : Non-educators **					
	B7 Koshuisuitgawes/ Hostel expenses					
	B8 Ander uitgawes / Other expenses					
	B9					
<b>C NETTO INKOMSTE/ NETT INCOME : C = A minus/less B</b>						
Bank: Rekon / Recon	Saldo : BANKSTAAT / Balance : BANK STATEMENT					
	- Minus tjeks uitstaande / Less cheques outstanding					
	+ Plus deposito's uitstaande / Plus deposits outstanding					
	Ander verskille / Other differences					
Saldo : KASBOEK / Balance : CASH BOOK						

**VERKLARING DEUR BEHEERLIGGAAM VOORSITTER EN TESOURIER / DECLARATION BY GOVERNING BODY CHAIRPERSON AND TREASURER**  
 Ek verklaar hiermee dat die bogenoemde inligting en berekeninge, na my wete, 'n getroue weergawe van die finansiële aktiwiteite van hierdie inrigting is. /  
 I hereby declare that the above information and calculations are, to the best of my knowledge, a true reflection of the financial activities of this institution.

VOORSITTER : HANDTEKENING, NAAM & VAN / CHAIRPERSON: SIGNATURE, NAME & SURNAME DATUM/DATE TESOURIER : HANDTEKENING, NAAM & VAN / TREASURER: SIGNATURE, NAME & SURNAME DATUM/DATE

\* e: Skatting vir oorblywende tydperk van jaar / Estimate for remaining period of year

\*\* Sluit in personeeluitgawes vir skoonmaak- en administrasie dienste / Includes personnel expenses for cleaning and administrative services



WKOD-026  
WCED 026

Wes-Kaap Onderwysdepartement  
Western Cape Education Department  
ISEbe leMfundo leNtshona Koloni

NO. ....

REKWISISIE VIR VOORRADE EN ANDER BENODIGHEDE/REQUISITION FOR STORES AND OTHER REQUIREMENTS

**2017/18 FINANSIËLE JAAR/FINANCIAL YEAR**

Voltooi in TWEEVOUD: Behou een afskrif en stuur oorspronklike met kwotasies aan bestelkantoor/  
Complete in DUPLICATE: Retain one copy and send original with quotations to order office

NAAM VAN SKOOL  
NAME OF SCHOOL:  
SKOOLKODE :  
SCHOOL CODE  
STRAATADRES :  
STREET ADDRESS:

SKOOL SE STEMPEL  
SCHOOLS'S STAMP

DISTRIKSKANTOOR/DISTRICT OFFICE: KRING/CIRCUIT

Uitgawes vir hierdie rekwisisie moet teen die Norme-en-standaardetoekenning vir die 2016/17 finansiële jaar gedebiteer word / Expenses for this requisition must be debited against the Norms and Standards Allocation for the 2016/17 financial year.

KORT BESKRYWING VAN ITEM/ BRIEF DESCRIPTION OF ITEM	HOEVEELHEDE/ QUANTITY

.....  
HANDTEKENING VAN PRINSIPAAL  
SIGNATURE OF PRINCIPAL

NAAM IN DRUKSKRIF  
NAME IN PRINT

DATUM:  
DATE:

.....  
VOORSITTER VAN SUBKOMITEE  
CHAIRPERSON OF SUBCOMMITTEE

NAAM IN DRUKSKRIF  
NAME IN PRINT

DATUM:  
DATE:

WES-KAAP ONDERWYSDEPARTEMENT - WESTERN CAPE EDUCATION DEPARTMENT

**WKOD 034**  
**WCED 034**

**REQUISITION FOR LEARNING AND TEACHING SUPPORT MATERIAL (LTSM ):** (See Annexure A of circular 48/2013 for description of items)

**2017/18**

**REKWISISIE VIR LEER- EN ONDERRIGONDERSTEUNINGSMATERIAAL (LOOM ):** (Kyk Bylae A van omsendbrief 48/2013 vir beskrywing van items)

**2017/18**

Complete in DUPLICATE: Retain one copy and submit original to the order office. Nb: Also send an electronic copy to Ordering office at: ltsm@westerncape.gov.za

Voltooi in TWEEVOUD: Behou een afskrif en stuur oorspronklike na die bestelkantoor. Nb: Stuur ook elektroniese afskrif na Bestelkantoor by: ltsm@westerncape.gov.za

<b>Name and delivery address of school</b> Naam en afleweringadres van skool:	<b>Name of official/s besides the principal, authorized to receive items on behalf of the school:</b> i) ..... ii) ..... EMIS no./OBID-nr: .....
Tel.(.....) ..... Fax no.: .....	

**PARTICULARS OF SUBJECTS/BESONDERHEDE VAN VAKKE**

Grade / Graad	Enrolment / Inskrywing	ISBN (where applicable)	Title / Titel	Publisher / Uitgewer	Quantity / Getal

Voltooi deur / completed by:	SCHOOL STAMP / SKOOL STEMPEL	Budget for this order/ begroting vir hierdie bestelling
Signature		R
FOR COMPLETION BY THE PRINCIPAL & CHAIRPERSON OF SUBCOMMITTEE / VIR VOLTOOING DEUR DIE PRINSIPAAL & VOORSITTER VAN SUB-KOMITEE		

I hereby certify that the above information (learner totals / item quantities / ISBN no's, etc) regarding the needs of the school is correct. /  
 Ek sertifiseer hiermee dat die inligting (leerdertalle / aantal items / ISBN no's, ens.) in bovermelde verband korrek is.

Principal Signature / Handtekening van Prinsipaal: .....	Name in print / Naam in drukskrif: .....	Date / Datum:.....
Chairperson of subcommittee / Voorsitter van subkomitee: .....	Name in print / Naam in drukskrif: .....	Date / Datum: .....



Complete in DUPLICATE: Retain one copy and send original to the order office. NB Also send a copy to the order office at: [ltsm@westerncape.gov.za](mailto:ltsm@westerncape.gov.za) or Fax: 086 763 3377 / 021 467 2612

Voltooi in TWEEVOUD: Behou een afskrif en stuur oorspronklike na die bestelkantoor. NB: Stuur ook 'n afskrif na die bestelkantoor by [ltsm@westerncape.gov.za](mailto:ltsm@westerncape.gov.za) of Faks: 086 763 3377 / 021 467 2612

<b>Name and delivery address of school:</b> <b>Naam en aflewingsadres van skool:</b>	<b>Name(s) of official(s) other than the principal, authorised to receive items on behalf of the school / Naam/Name van amptenaar/amptenare, buiten die prinsipaal, wat gemagtig is om items namens die skool te ontvang:</b>  (i) ..... (ii) .....
	<b>EMIS no. / OBIS-nr:</b> .....
<b>Tel / Fax:</b> .....	

PARTICULARS OF SUBJECTS / BESONDERHEDE VAN VAKKE					
Grade / Graad	Enrolment / Inskrywing	ISBN (where applicable) (waar van toepassing)	Title / Titel	Publisher / Uitgewer	Quantity / Getal

<b>Completed by / Voltooi deur:</b>  <b>Signature / Handtekening:</b>	SCHOOL STAMP / SKOOL STEMPEL	<b>TOTAL / TOTALE</b> <b>Budget for this order /</b> <b>Begroting vir hierdie bestelling</b>
		R
FOR COMPLETION BY THE PRINCIPAL & CHAIRPERSON OF SUBCOMMITTEE / VIR VOLTOOIING DEUR DIE PRINSIPAAL & VOORSITTER VAN SUBKOMITEE		

I hereby certify that the above information (learner totals/item quantities/ISBN nos., etc.) regarding the needs of the school is correct. / Ek sertifiseer hiermee dat die inligting (leerdertalle / getal items / ISBN no's, ens.) in bovermelde verband korrek is.

<b>Principal's signature /</b> <b>Handtekening van Prinsipaal:</b> .....	<b>Name in print /</b> <b>Naam in drukskrif:</b> .....	<b>Date / Datum:</b> .....
<b>Signature of Chairperson of Subcommittee /</b> <b>Handtekening van Voorsitter van Subkomitee:</b> .....	<b>Name in print /</b> <b>Naam in drukskrif:</b> .....	<b>Date / Datum:</b> .....

**SPECIMEN SIGNATURES OF OFFICIALS AUTHORIZED TO RECEIVE GOODS  
(LTSM & LOCAL PURCHASES) ON BEHALF OF THE SCHOOL**

Name of School : .....  
EMIS NO.: .....

**DETAILS OF OFFICIALS AUTHORIZED TO RECEIVE LTSM DELIVERED AT THE SCHOOL  
DURING 2017/18:**

Surname & Name/s: .....
Designation: .....
Persal Number: .....
Signature: .....

Surname & Name/s: .....
Designation: .....
Persal Number: .....
Signature: .....

Surname & Name/s: .....
Designation: .....
Persal Number: .....
Signature: .....

<b><u>The information is certified as correct</u></b>	
<b>Payments should only be made iro invoices CERTIFIED by the principal or one of the above authorized officials</b>	
.....	.....
<b>SIGNATURE OF PRINCIPAL</b>	<b>DATE</b>
<b>Name:</b>	<b>Persal no.:</b>
.....	.....

<b>School Stamp</b>
---------------------



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 participating in any manner whatsoever in the process relating to this quotation?* **YES / NO** from

### 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.