



Reference: 20180723-4494
File no.: 12/12/41/1
Enquiries: See Paragraph 11

Circular: 0037/2018

Expiry date: 31 March 2020

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

Short summary: *Particulars of the financial allocation to non-section 21 schools for the 2019/20 financial year and guidelines for the procurement of goods and services.*

Subject: Non-section 21 schools: Norms and standards funding for schools Grades 1–12 — financial allocations for the 2019/20 financial year

1. Allocation

The provisional norms and standards (N&S) allocations for non-section 21 schools for the next three years, for the period of 01 April 2019 to 31 March 2022, are available on CEMIS and can be accessed in the following way:

- Log on to CEMIS.
- Select "Public Ordinary".
- Select school.
- Click "Proceed" then select the "Administration" option on the menu bar and click on "Norms and Standards Allocation" and select "N&S 2019/20".
- Print the page.

Attention is drawn to the following:

- 1.1 Allocations are calculated in accordance with the prescripts in paragraphs 108 to 114 of the National Norms and Standards for School Funding (NNSSF) in *Government Gazette* No. 29179 of 31 August 2006.

- 1.2 According to paragraph 114 of the NNSFF, the National Table of Targets, as published in *Government Gazette* No. 41420 of 02 February 2018, indicates the 2019 per learner targeted amount. The no-fee threshold will be R1 390.

National table of targets for the school allocation Grades 1–12 (2019–2021)

	2019	2020*	2021*
NQ1 No-fee	1 390	1 468	1 549
NQ2 No-fee	1 390	1 468	1 549
NQ3 No-fee	1 390	1 468	1 549
NQ4 No-fee	1 390	1 468	1 549
NQ5 No-fee	1 390	1 468	1 549
NQ4 Fee-charging	697	736	776
NQ5 Fee-charging	241	254	268
No-fee threshold	1 390	1 468	1 549

* 2020 and 2021 (adjusted with projected inflation rate) are the projected national targets as communicated.

- 1.3 The provisional allocations were calculated based on the 2018 10th day SNAP enrolment.
- 1.4 The Western Cape Education Department (WCED) will review all schools' learner enrolments with the 2019 10th Day Survey. **Final allocation** letters will be published on CEMIS by 15 March 2019.

The funds allocated in terms of this circular must be spent by 31 March 2020.

2. Payment schedule (WCED 032 form)

WCED 032 form should be based on the final allocation, as mentioned in 1.4 above.

2.1 Schools charging school fees

Non-section 21 schools must, before 05 April 2019, divide their N&S allocation for the financial year ending 31 March 2020 into the four categories on the WCED 032 form, namely learning and teaching support material (LTSM), local purchases, municipal services and maintenance. On receipt of the completed WCED 032 form, the WCED will scrutinise the budgets. Schools will be informed if their forms are incorrect and will be requested to submit revised WCED 032 forms.

2.2 No-fee schools

- 2.2.1 Of the total N&S allocation that is paid over in April–May 2019, 20% must be reserved for day-to-day operational **non-personnel expenditure**. Schools will be informed of

this amount in the N&S allocation letter. It must be borne in mind that this amount must sustain the school until April 2020, when payment will be received for the next financial year. The remaining N&S allocation for the financial year ending 31 March 2020 must be divided into the four categories on the WCED 032 form on or before 05 April 2019 (see paragraph 2.1 and 3.1 in this regard).

2.2.2 In addition, the transfer payments to all non-section 21 schools for maintenance and municipal services (for those schools who pay their own municipal accounts) will be paid as follows: 50% of the budgeted amounts (as per WCED 032) will be paid in April–May 2019 and the remaining 50% in October–November 2019.

3. Use of the allocation

3.1 The N&S allocation is intended primarily for LTSM, local purchases, municipal services, essential day-to-day maintenance of school buildings, grounds and equipment (non-scheduled maintenance), and other everyday expenses (20% of N&S in the case of no-fee schools). Own income, as intended in paragraph 6 below, must first be used to cover shortfalls in the above regard before it is used to finance governing body posts.

It is recommended that schools divide their available allocation for 2019/20 among the various expenditure categories as follows:

- 30% for LTSM orders for 2020, of which 10% should be targeted for library material (each learner must have a textbook for every subject). The stock of school library material should be augmented annually until the total number of items reflects the minimum international standard of 10 items per learner. (See paragraph 3.1.1 below for the list of items included under LTSM.)
- 20% for local purchases
- 25% for municipal services **(However, schools should budget for a larger percentage if expenditure trends necessitate this.)**
- 25% for maintenance

The shifting of funds on the WCED 032 form should be finalised by 16 September 2019.

3.1.1 Learning and teaching support material (LTSM)

(a) The Department of Basic Education (DBE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework). It includes the following:

- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
- Workbooks
- Posters, maps and wall charts
- Educational board games

- Library material (fiction and non-fiction), reference books, posters, and recordings on videos, DVDs, CDs, multi-media, etc.
 - Computer software and licensing
 - Resource material for educators, learners, classrooms and libraries
- (b) Schools are required to use their full LTSM allocation to purchase LTSM that will enrich and strengthen the implementation of the Curriculum and Assessment Policy Statement (CAPS) in their classes. Schools are therefore encouraged to use their LTSM allocation to purchase supplementary textbooks, prescribed works, atlases, dictionaries, workbooks, posters, maps, wall charts, educational board games, library material (fiction and non-fiction), reference books, recorded videos, DVDs, CDs, computer software, as well as Consumer Studies, Hospitality Studies and science laboratory equipment.
- (c) LTSM funding should also be considered for subscriptions, online applications and the renewal of contracts or proprietary digital resources. This enables schools to use LTSM funding to acquire digital resources in the transition from traditional to digital learning. Such resources encompass eBooks as well as educational software. The costing for such is currently similar to traditional hard copy textbooks with little/no significant reduction in costs. Provision should be made to enable schools to subscribe to these services/products.
- (d) Subject to the following conditions, schools may assign less money to LTSM if:
- each learner in the school has a textbook for every subject and access to other LTSM resources;
 - the school has annually allocated 10% of the LTSM allocation to the purchasing of library material to augment the library stock and the total number of items in the library stock now constitutes the minimum international standard of 10 items per learner; and
 - the governing body has taken a formal decision regarding this deviation. (This decision of the governing body regarding the budget, which must be submitted at a parents' meeting, must be explained and the amount spent per learner on LTSM must be provided. This decision must be put before the parents' meeting, whether the circuit manager supports it or not.)
- (e) How to obtain LTSM:
- Non-section 21 schools must follow the prescribed procedures in Annexure A.
 - In line with Provincial Treasury instructions, where no official contract is in place, the WCED will advertise the LTSM requests of all non-section 21 schools on the Integrated Procurement Solution (IPS), which is managed by Ariba. This system allows for competitive bidding in accordance with the legislation promulgated in terms of the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000).

- Schools must select all top-up LTSM from the approved national catalogues that are available on the WCED website at <http://wcedonline.westerncape.gov.za/index.html>.
- The WCED informs schools annually (via circulars) of the timeframes for the ordering of CAPS top-up textbooks on CEMIS.
- For assistance in selecting school library material, schools should contact Mr Timothy Cloete, EDULIS Coordinator: School Library Services at tel. no. 021 957 9626. The district school library adviser and/or resource centre coordinator can also be contacted regarding the development of school libraries.

3.1.2 Municipal services

- (a) The N&S allocation to schools is intended for the payment of, amongst others, schools' monthly municipal services accounts which include electricity, water, sewage and refuse removal (availability and usage charges), but excludes the payment of property tax. As in the past, the State will pay the property tax on property registered in the name of the Provincial Government of the Western Cape (PGWC) or in certain circumstances the Republic of South Africa (RSA).
- (b) A few schools have indicated that they do not wish to manage their own municipal services and their accounts will still be paid by the relevant district offices. The district offices will provide each school with copies of its accounts each month for examination and confirmation that the accounts are correct. **The WCED 032 amount represents what the WCED will be liable for and this will be used to pay municipal services. Schools will be liable for the payment of any municipal expenses incurred in excess of what was budgeted for on the WCED 032.**
- (c) Non-section 21 schools must calculate, using their past expenditure plus inflation adjustments, the amount they reserve for municipal services and indicate it on the WCED 032 form. This amount and the funds for maintenance will be paid simultaneously to those schools that accepted the function. **Where the N&S allocation for municipal services is insufficient, schools are expected to supplement the allocation from their own income, where necessary.**
- (d) Schools must still implement the savings measures indicated in Annexure B.
- (e) Eskom and most municipalities have indicated that they can make prepaid electricity meters available to schools. This will enable schools to better control their electricity consumption. Schools must contact either Eskom or their local municipality, as applicable, should they want to have prepaid electricity meters installed.

- (f) **Where it is established that schools are not settling their municipal service accounts, the WCED reserves the right to withhold funds from the N&S allocation to pay outstanding municipal service accounts on behalf of the schools concerned.**
- (g) **All schools that agreed to be a part of the smart water meter pilot and have smart water meters installed at their schools must reserve funding from the municipal allocation to pay the monthly smart water meter charge.**

3.1.3 Day-to-day maintenance

- (a) Day-to-day maintenance applies to the maintenance of grounds, cleaning, renovations, repairs and/or replacement of parts of school buildings. **Regular maintenance must be carried out to prevent the deterioration of school buildings and emergency repairs resulting from neglect.**
- (b) **Where the N&S allocation for day-to-day maintenance is insufficient, schools are expected to supplement the allocation from their own income, where necessary.**
- (c) Schools must budget for their day-to-day maintenance repairs in accordance with the condition of the school buildings and grounds.
- (d) Schools should also set aside an amount from their annual day-to-day maintenance allocation for the:
 - maintenance of equipment used to enhance the appearance of the school grounds, e.g. servicing the lawnmower, purchasing paint for benches on the school grounds and purchasing lime and fertiliser;
 - maintenance of firefighting equipment i.e. hoses, reels, appropriate fire extinguishers, etc.;
 - emergency maintenance of security or guarding mechanisms — when the existing security mechanisms (including automatic gates, gate motors etc.) at a school have been compromised as a result of burglary, vandalism or age; and
 - maintenance of fencing and other security mechanisms (e.g. alarms, intercoms, etc.).
- (e) N&S allocations may not be used for day-to-day repairs to hostels. Such repairs should be funded from the learners' boarding fees and bursaries.

3.2 Schools must indicate the allocations for the maintenance of buildings, grounds and equipment as a single amount on the WCED 032 form.

3.3 Where non-section 21 schools exceed their N&S allocations, for whatever reason, the WCED will recover any overspending from the following financial year's N&S

allocation to the school. This should, however, not be viewed as encouraging schools to exceed their N&S allocations.

4. **The N&S allocation may NOT be used for the following:**
 - **Remuneration of governing body-appointed personnel**
 - **New buildings**
 - **Hostel expenditure**
 - **Loans to individuals or other institutions**
 - **Vehicles**

5. **Major emergency repairs**

In terms of paragraph 97 of the NNSFF, the WCED accepts responsibility for major emergency repairs to buildings, subject to the availability of funds budgeted for such eventualities. The following repairs will be considered according to the procedures in the *Standard Operating Procedures for Emergency Maintenance in Western Cape Schools, 2014*:

CATEGORY A

Serious damage as a result of natural disasters, structural problems and fires.

The WCED will accept responsibility for such emergency repairs only if the cost exceeds R10 000 and **the maintenance allocation budget is exhausted**, provided that sufficient funds are available.

The WCED will, at its own discretion, consider making a transfer payment for the materials in relatively **less serious** cases.

6. **Own income**

In terms of section 36(1) of the South African Schools Act (SASA), 1996 (Act 84 of 1996), governing bodies must take all reasonable steps to supplement the resources supplied by the State in order to improve the quality of education provided by the school **to all learners at the school**. Although no-fee schools may not charge compulsory school fees (including registration fees), they are encouraged to seek voluntary contributions (donations) and engage in fundraising activities.

7. **Reporting**

- 7.1 The approved budget of the school must be submitted to the relevant district office by 01 December of each year.

- 7.2 All schools must submit a WCED 043 form (biannual report) to the relevant district office within 30 days of the end of the quarter (expenditure up until 30 June and 31 December). Furthermore, section 43(5) of the SASA requires schools to submit (for

the attention of the relevant district director) a copy of their set of audited financial statements for the previous financial year by 30 June of each year.

- 7.3 Funds will only be paid over to a school if the district office certifies it to be financially sound based on the financial activities of previous quarters. **Furthermore, if a school is not certified as financially sound on or before the end of the financial year, the school may forfeit its N&S funding.**

8. **Further conditions**

- 8.1 The governing body must exercise proper control over revenue and expenditure, as set out in the *Manual: Basic Financial System for Schools*, issued by the Head of Department in terms of section 38(1) of the SASA. Should the members of the governing body not have the necessary expertise to carry out this function, they must co-opt someone who will be able to assist them.
- 8.2 All school funds, obtained both from the State allocation and own income, must be used for purposes directly connected with education, as stated in section 37(6) of SASA, including the acquisition of LTSM. In terms of WCED policy, textbooks and readers may not be photocopied as this is tantamount to infringement of the Copyright Act, 1978 (Act 98 of 1978).
- 8.3 The WCED has the right to inspect records relating to school funds and to act against any member of staff or the governing body should he or she be involved in the mismanagement of school funds. Schools must, therefore, keep all proof of income and expenditure for this purpose.

9. **Application for section 21 status**

Applications to change from non-section 21 status to section 21 status must be submitted via the district office to reach Head Office on or before 22 February 2019 on the attached application form (Annexure C). Successful schools will receive section 21 status only from the beginning of the following financial year, i.e. with effect from 01 April 2019.

Late applications will result in section 21 status only being given as from April 2020.

10. **2018/19 allocation**

The funds allocated to schools in terms of Circular 0032/2017, dated 15 September 2017, must be spent by schools before 31 March 2019.

11. **Contact numbers for enquiries**

Subject	Name	Telephone no.
WCED 043 biannual reports and audited annual financial statements	Deputy Director: Corporate Services at district office	Applicable district office
Submission of WCED 032 (classification of N&S allocation)	Ms P Phillips	021 467 2326
Purchase of LTSM (WCED 034), local purchases (WCED 026) via CEMIS and online textbook (CAPS) ordering enquiries	Mr B le Keur Mr B Stoffels	021 467 2094 021 467 2345
General payment enquiries	Mr D Harrison Ms N Mtongana	021 467 2727 021 467 2703
Emergency repairs	Mr N Sutcliffe	021 467 2568
eLearning EDULIS Coordinator: School Library Services	Mr C Walker Mr T Cloete	021 467 2351 021 957 9626
General enquiries: Norms and Standards (excluding any payment-related enquiries)	Mr L Sangqu Mr R Dawson Fax no.:	021 467 2608 021 467 2700 086 731 8900

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2018-10-05

PROCEDURES FOR THE ACQUISITION OF GOODS AND SERVICES

1. To which schools do these procedures apply?

All non-section 21 schools

2. Through which office must you work?

All non-section 21 schools must order via:

LTSM Order Office
15th Floor
Golden Acre Building
Adderley Street
Cape Town
8001

Tel. no.: 021 467 2552 Fax: 086 763 3377

Email: Priscilla.Phillips@westerncape.gov.za

Hereafter, this office will be referred to as *the order office*.

3. What must you do?

3.1 Divide your allocation into the required categories by completing and submitting the **WCED 032** forms electronically, and the originals, as indicated in paragraph 3.1 of the Circular by no later than 05 April 2019.

3.2 **Requisition learning and teaching support material (LTSM)** by accessing the online ordering system which will be made available for a limited period on CEMIS. Schools will be informed in good time via circulars of the relevant periods when the system can be accessed. Where required schools may be requested, besides ordering online, to submit **WCED 034** forms (signed and school stamped) to the order office for purchases for the start of the 2020 school year. Should your school not use its budget allowance for LTSM acquisitions, a nil return must be submitted. Should the school use less than the prescribed amount for LTSM, a copy of the governing body's decision and the circuit manager's letter of support must accompany the WCED 032 form as a motivation.

3.3 **Requisition local purchases** by accessing the online ordering system which will be made available for limited periods on CEMIS. Schools will be informed in

good time via circulars of the relevant periods when the system can be accessed. Only items that are on the catalogues will be available to order electronically. Where items are not available online, e.g. copy paper and printer cartridges schools are required to submit an original **WCED 026 form** (signed and school stamped) **to the order office.**

Schools must ensure that each item requested on the WCED 026 form is clearly specified, that is, the description of the items must include physical dimensions such as size (e.g. height, width, length), quantity (e.g. number of items per box), etc. According to the procurement policy the Western Cape Education Department (WCED) cannot advertise for a specific brand unless that specific brand is required to fulfil the warranty requirements of equipment items. In all other instances the WCED will strive to supply items equal to the quality requested by schools.

- 3.4 The value of the items on the WCED 034 and WCED 026 forms may not exceed the allocations on the WCED 032 form. The WCED 032 form must be submitted to Head Office before **Friday, 05 April 2019.**
- 3.5 Schools with email facilities must follow the procedure below:
- Save the WCED 032 after opening the attachment.
 - Complete the form electronically.
 - Save and send it, as an attachment to email address Priscilla.Phillips@westerncape.gov.za.

All schools must still send the **original**, signed WCED 032 forms to Head Office at the following address:

Head: Education
For attention: Ms P Phillips
Directorate: Institutional Resource Support
Western Cape Education Department

Private Bag X9114
Cape Town
8000

(Tel. no. 021 467 2326 / 2552)

or hand-deliver to the LTSM Order Office, 15th floor, Golden Acre Building, Adderley Street, Cape Town

- A **copy** of the completed WCED 032 form must be retained by the school.
- 3.6 If there are problems with deliveries from overseas, suppliers must apply to the order office for approval of a later delivery date.

4. What is meant by learning and teaching support material (LTSM)?

(i) The Department of Education (DoE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework), including the following:

- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
- Workbooks
- Posters, maps and wall charts
- Educational board games
- Library material (fiction and non-fiction), reference books, posters, and recordings on videos, DVDs, audio cassettes, CDs, CD-ROMs, multi-media, etc.
- Computer software and licensing
- Resource material for educators, learners, classroom and library

All schools must use at least 30% of their N&S allocations for LTSM, 10% of which should be for library material. Should less than this be used, the principal, the chairperson of the governing body and the circuit manager must confirm on the WCED 032 that every learner will be in possession of sufficient, appropriate LTSM (including a textbook for each learning area or subject and, in the case of library material, a total number of library items constituting the minimum international standard of 10 items per learner), and provide a motivation in the appropriate column. In terms of WCED policy, no textbooks and readers may be photocopied, as this would constitute an infringement of the Copyright Act, 1978 (Act 98 of 1978).

(ii) Local Purchases includes stationery and cleaning material, gardening and electrical supplies.

5. What does the WCED do once the forms have been received from you?

The WCED 032 form will be checked to determine whether the division of the allocation is realistic for the period concerned. In particular, it will be determined whether sufficient funds have been allocated for municipal services. Should insufficient funds have been allocated, the division of funds will be adjusted in consultation with the school. To prevent delays in the process, the WCED 032 form must be completed very carefully.

6. How are deliveries monitored?

Schools are informed when an order is awarded to a supplier, with an indication of the expected delivery date. The principal must ensure that the chosen supplier delivers the LTSM within the delivery period. Should textbooks not have been received by this date and by when the outstanding order should be followed up with the LTSM office, the principal must inform the order office without delay. Suppliers are encouraged to limit deliveries to one delivery per order. However, where partial deliveries are made a delivery note must be presented with each delivery, to be certified by the school.

Principals or the officials authorised to accept LTSM delivered to the school, must certify on each page of the delivery note or invoice that the delivery is correct. The certified document must be submitted to the order office within five days after the final delivery has been completed. Before the invoices are certified as correct, the items delivered must be checked against the items listed on the confirmed order documents to ensure that only items that were ordered are delivered. **Invoices for any deliveries must not be kept at the school until the rest of the order has been delivered, but should be submitted for payment immediately.** Should the supplier not have delivered all the items by the specified delivery date, the principal may request the order office in writing to cancel the order for the outstanding items, and inform the supplier accordingly.

The form: Specimen signatures must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the approved officials will be processed for payment (see paragraph 8 below).

7. What about maintenance of and repairs to buildings and equipment?

The expenditure for the maintenance and servicing (also maintenance contracts) of photocopiers, risographs, typewriters, sewing machines, lathes, school furniture for learners and educators, etc. must be budgeted for in the annual allocation on the WCED 032 form under the budget item *Maintenance and Repair of Buildings and Equipment*. The school will be responsible for payment for these services and must ensure that it gets value for its money.

8. How is payment made for goods delivered?

The official authorised to receive LTSM at the school must certify the invoices as prescribed in Circular 0144/1998 of 05 November 1998. This circular is available on the WCED website. **Schools must ensure that they purchase stamps which reproduce the wording on the examples below.**

<p>GOODS I hereby certify that</p> <ul style="list-style-type: none"> • the supplies were required for official purposes and for an approved service; • the supplies were received on in the correct quantity and in good condition; • the receipt of the supplies has been entered in the records; • the rates are in accordance with a contract/are fair and reasonable; and • the supplier is entitled to payment. <p>..... SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF</p> <p>..... NAME IN PRINT</p> <p>..... DATE</p>	<p>SERVICES I hereby certify that</p> <ul style="list-style-type: none"> • the services rendered were necessary for official purposes; the services were satisfactorily carried out on • the charges are according to the relative tariff, contract or agreement/are fair and reasonable; and • the supplier is entitled to payment. <p>..... SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF</p> <p>..... NAME IN PRINT</p> <p>..... DATE</p>
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The form: Specimen signatures must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the approved officials will be processed for payment.

The certified proof of delivery/invoices, reflecting the above stamps and the school stamp, must be submitted to the order office within five days of receipt so that payment can be processed.

9. What happens if the school exceeds its allocation?

Although the WCED manages the allocation, it is the school's responsibility to ensure that the amount available is not exceeded.

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

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.

SAVINGS ON MUNICIPAL SERVICES**ELECTRICITY**

- (i) Outside lights must be switched off during the day.
- (ii) Only when natural light is inadequate should classroom lights be switched on during the day.
- (iii) Only the security lights and lights of corner classrooms must be switched on at night.
- (iv) During weekends and school holidays, the above-mentioned lights (see (iii)) must be switched on at night and switched off in the morning.
- (v) The installation of pre-paid electricity meters must be considered as schools will be able to exercise better control over their use of and spending on electricity. Eskom and most other municipalities have indicated that it will be possible for them to install these meters.

WATER

- (i) Municipal water restrictions as issued from time to time by local authorities, supersede any other requirements and must, besides any other guidelines, be strictly adhered to.
- (ii) Water sprinklers must be used sparingly and turned off when lawns and flower beds are wet enough. There are service providers that install water restriction meters. Such an option should be considered by schools.
- (iii) The water supply to urinals and taps outside the buildings must be closed at the stopcocks when not required, e.g. after school hours and especially during weekends.
- (iv) Personnel must ensure that all taps are closed properly before they leave the premises.
- (v) Supply pipes and water meters must be checked regularly for leakages and defects. The following procedure must be followed:
 - When the school closes for the day, ensure that all taps are closed and take the meter reading.
 - Take another reading in the morning before any taps are opened.
 - Compare the readings and, if they differ, take the following steps:
 - When the school closes the next day, close the stopcocks and take a meter reading.
 - Take a reading the next morning before the stopcocks are opened.
 - If there is still a difference between the readings, it indicates that the water meter is defective or that there is a pipe leakage.
 - Make arrangements immediately to have the defective water meter and/or pipe repaired.

REFUSE REMOVAL

Monitor the number of refuse bins used. Local authorities normally levy a tariff per bin. It is therefore important to use as few refuse bins as possible. Consideration could also be given to appointing a private contractor to remove the school's refuse.



The Chairperson of the Governing Body:

Surname & Initials: _____
Postal address: _____
Fax no.: _____
Tel no.: _____
Date: _____

The Director
For attention: The Deputy Director: Corporate Services
District Office: _____

APPLICATION FOR SECTION 21 STATUS AS FROM 01 APRIL 2019

EMIS NUMBER: _____ **EDUCATION DISTRICT:** _____

NAME OF INSTITUTION: _____ **CIRCUIT:** _____

- In terms of section 21(1) of the South African Schools Act, 1996 (Act 84 of 1996), as amended, the governing body has decided, at a properly constituted meeting held on _____, to apply for the functions as set out in the above-mentioned section.
- The following documents, as required, are attached (marked with an X):

<input type="checkbox"/>	Certificate of sound financial management (2017)
<input type="checkbox"/>	Copy of signed governing body minutes (approval of section 21 status application)
<input type="checkbox"/>	Copy of audited financial statements (2017)
<input type="checkbox"/>	Copy of 2019 Budget
<input type="checkbox"/>	Municipal Services (budgeted and actual for 2018)

GOVERNING BODY: **CHAIRPERSON**

GOVERNING BODY: **TREASURER**

PRINCIPAL

FOR DISTRICT USE ONLY

<input type="checkbox"/>	Recommendation of the Deputy Director: Corporate Services
<input type="checkbox"/>	Recommendation of the Circuit Manager



NO.

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

2019/20 FINANSIËLE JAAR / 2019/20 FINANCIAL YEAR

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

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



DISTRIKSKANTOOR /
DISTRICT OFFICE:
KRING / CIRCUIT:.....

**Begroting vir hierdie
bestelling / Budget for
this order**
R

KORT BESKRYWING VAN ITEM / BRIEF DESCRIPTION OF ITEM	CODE / REFERENCE KODE / VERWYSING	EENHEDE / UNITS

.....
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



OBIS-NR.:
EMIS NO.:
DISTRICKANTOOR / 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
8000

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

Voltooi in TWEEVULD: Stuur oorspronklike aan bestelkantoor. Behou een afskrif.

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

Bedrag van toewysing vir 2019 / Amount of allocation for 2019	R
LOOM / LTSM Totale bedrag vir leer- en onderrigondersteuningsmateriaal (WKOD-034): 30% van toewysing – insluitend biblioteekmateriaal (10%) / Total amount for learning & teaching support material (WCED 034): 30% of allocation – including library material (10%)	R
Totale bedrag vir plaaslike aankope (verbruikbare items) (WKOD-026): 20% van toewysing / Total amount for local purchases (consumable items) (WCED 026): 20% of allocation	R
Is die volle geormerkte persentasie van die 2019/20 toewysing aangewend vir LOOM? Indien NEE, verskaf redes hieronder / Has the total earmarked percentage of the 2019/20 allocation been used for LTSM? If NO, give reasons below:	JA / NEE YES / NO
TOTAAL / TOTAL	R
25% VIR UITGAWES T.O.V. MUNISIPALE DIENSTE / 25% FOR EXPENDITURE I.R.O. MUNICIPAL SERVICES Skole mag 'n groter persentasie toewys indien uitgawetendense dit noodsaak. Schools may budget a larger percentage if expenditure trends necessitate this.	R
TOTAAL / TOTAL	R
25% AAN HERSTEL EN INSTANDHOUDING VAN GEBOUE EN TOERUSTING / 25% FOR REPAIR AND MAINTENANCE OF BUILDINGS AND EQUIPMENT	R
TOTAAL / TOTAL	R

Redes vir nie-aanwending van volle geormerkte persentasie vir LOOM (2019/20), insluitend biblioteekmateriaal / Reasons for not using earmarked percentage for LTSM (2019/20), 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-toewysing 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



**Western Cape
Government**

Education

**REQUISITION FOR LTSM 2019/20
REKWISISIE VIR LOOM 2019/20**

**WCED 034
WKOD 034**

Complete in DUPLICATE: Retain one copy and send original to the order office. NB Also send a copy to the Order Office at:
Priscilla.Phillips@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 Priscilla.Phillips@westerncape.gov.za
of Faks: 086 763 3377 / 021 467 2612

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

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

Completed by / Voltooi deur:	SCHOOL STAMP / SKOOL STEMPEL	TOTAL / TOTAAL Budget for this order / Begroting vir hierdie bestelling
Signature / Handtekening:		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 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's signature / Handtekening van Prinsipaal:	Name in print / Naam in drukskrif:	Date / Datum:
Signature of Chairperson of Subcommittee / Handtekening van Voorsitter van subkomitee:	Name in print / Naam in drukskrif:	Date / Datum:



**Western Cape
Government**

Education

**REQUISITION FOR LIBRARY MATERIAL 2019/20
REKWISISIE VIR BIBLIOTEEK MATERIAAL 2019/20**

**WCED 034
WKOD 034**

Complete in DUPLICATE: Retain one copy and send original to the order office. NB Also send a copy to the Order Office at:
Priscilla.Phillips@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 Bestelkantoor by Priscilla.Phillips@westerncape.gov.za
of Faks: 086 763 3377 / 021 467 2612

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

PARTICULARS OF SUBJECTS / BESONDERHEDE VAN VAKKE

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

Completed by / Voltooi deur: Signature / Handtekening:	SCHOOL STAMP / SKOOL STEMPEL	TOTAL / TOTAAL Budget for this order / Begroting vir hierdie bestelling
		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 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's signature /
Handtekening van Prinsipaal: **Name in print /**
Naam in drukskrif: **Date / Datum:**.....

Signature of Chairperson of Subcommittee /
Handtekening van Voorsitter van Subkomitee: **Name in print /**
Naam in drukskrif: **Date / Datum:**

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

Name of school:

EMIS no.:

**DETAILS OF OFFICIALS AUTHORISED TO RECEIVE LTSM DELIVERED AT THE SCHOOL
DURING 2019/20:**

Surname & first name(s):

.....

Designation:

Persal number:

Signature:

Surname & first name(s):

.....

Designation:

Persal number:

Signature:

Surname & first name(s):

.....

Designation:

Persal number:

Signature:

The information is certified as correct

**Payments should be made only i.r.o.
invoices CERTIFIED by the principal or one
of the above authorised officials**

.....
Signature of Principal **Date**

Name: **Persal no.:**
.....

School stamp