



Isalathiso: 20180723-4494
Inombolo yefayili: 12/12/41/1
Imibuzo: Jonga kuMhlathi 11

ISetyhula: 0037/2018
Umhla wokuphelelwa: 31 Matshi 2020

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwaMaziko, kumaSekela-Balawuli kwii-ofisi zezithili, nakwiiNqununu nakooSihlalo bamaBhunga oLawulo azo zonke izikolo zikarhulumente eziqhelekileyo ezingekho phantsi kwesiqendu 21

Isishwankathelo esifutshane: *linkcukacha ezimalunga nolwabiwo-mali lwezikolo ezingekho phantsi kwesiqendu 21 lonyaka-mali 2019/20 nesikhokelo sokuthengwa kweempahla neenkonzo.*

Isihloko: Izikolo ezingekho phantsi kwesiqendu 21: Imimiselo nemigangatho yengxowa-mali yezikolo kumaBakala 1-12 – ulwabiwo-mali lonyaka-mali ka-2019/20

1. Ulwabiwo-mali

linkcukacha zolwabiwo-mali lwetyhutyana ngokwemimiselo nemigangatho yolwabiwo-mali (*norms and standards (N&S)*) zesikolo sakho esingekho phantsi kwesiqendu 21 zale minyaka mithathu izayo yethuba eliqala nge-01 Apreli 2019 ukuya kwi-31 Matshi 2022, ziyafumaneka kwiCEMIS kwaye zinokufunyanwa ngale ndlela ilandelayo:

- Logisha kwiCEMIS.
- Khetha u-"Public Ordinary".
- Khetha isikolo.
- Klikha ku-"Proceed" uze ukhethe "Administration" kwi-menu bar uze uklikhe ku-"Norms and Standards Allocation" uze ukhethe u-"N&S 2019/20"
- Liprinte iphepha elo.

Kucelwa uthathele ingqalelo oku kulandelayo:

- 1.1 Ulwabiwo-mali lubalwe ngokungqinelana nemigqaliselo ekwimihlathi 108 – 114 ye*National Norms and Standards for School Funding (NNSF)* ekwiGazethi kaRhulumente No. 29179, ye--31 Agasti 2006.

- 1.2 Ngokomhlathi 114 we-*NNSSF*, ii-*National Table of Targets*, epapashwe kwi- kwiGazethi kaRhulumente No. 41420 ye-02 Februwari 2018, ibonisa izixa ezithagethiweyo zango-2019 ngomfundi ngamnye. Isixa esiqingqiweyo sezikolo ezingabizi zifizi siya kuba yi-R1 390.

Itheyibhili kazwelonke yeethagethi zolwabiwo-mali zezikolo kumaBakala 1 -12 (2019-2021)

	2019	2020*	2021*
NQ1 Ezingabizi zifizi	1 390	1 468	1 549
NQ2 Ezingabizi zifizi	1 390	1 468	1 549
NQ3 Ezingabizi zifizi	1 390	1 468	1 549
NQ4 Ezingabizi zifizi	1 390	1 468	1 549
NQ5 Ezingabizi zifizi	1 390	1 468	1 549
NQ4 Ezibiza iifizi	697	736	776
NQ5 Ezibiza iifizi	241	254	268
I-No-fee threshold	1 390	1 468	1 549

*Amanani ka-2020 no-2021 (kutshintshwe nereyithi yeqondo lokuhla nokunyuka kwamandla emali eqikelelweyo) ngalawo aqikelelweyo eethagethi zikazwelonke njengoko bekucacisiwe.

- 1.3 Iileta zolwabiwo-mali lwethutyana zibalwe ngokusebenzisa amanani obhaliso abafundi eSNAP yoSuku lwe-10 yango-2018.
- 1.4 ISebe leMfundo leNtshona Koloni (WCED) liya kuwajongisisa onke amanani obhaliso abafundi ezikolo kunye neSaveyi yoSuku lwe-10 ngo-2019. Iileta **zolwabiwo-mali lokugqibela** ziya kupapashwa kwiCEMIS ungalulanga owe-15 Matshi 2019.

Iimali ezabiwe ngokwale setyhula mazichithwe ungalulanga owe-31 Matshi 2020.

2. **Isicwangciso seentlawulo (WCED 032 Form)**

IFom WCED 032 form imele ukusekelwa kulwabiwo-mali lokugqibela, njengoko kukhankanyiwe apha ngentla ku-1.4.

2.1 **Izikolo ezibiza iifizi zesikolo**

Izikolo ezingekho phantsi kwesiqendu 21 kufuneka, phambi kowe-05 Apreli 2019, zahlule isabelo sazo se-N&S sonyaka-mali ophela nge-31 Matshi 2020 sibe ngokwamahlelo amane akwifom WCED 032 form, angala, iincwadi nezincedisizokufunda nokufundisa (LTSM), izinto ezithengwa kuloo ndawo inesikolo (local purchases) iinkonzo zikamasipala nezolondolozo (maintenance) kwifom WCED 032 form. Lakufumana ifom WCED 032 ezaliswe ngokupheleleyo, iSebe iWCED, liya

kuzitshekishisa iibhajethi. Izikolo ziya kwaziswa ukuba iifom zazo azenziwanga kakuhle ukwenzela ukuba ziphinde zingenise iifom *WCED 032 forms* ezihlaziyiweyo.

2.2 Izikolo ezingabizi zifizi (*No-fee schools*)

2.2.1 Yi-20% yaso sonke isabelo-mali sesikolo se-N&S, eya kuhlawulwa ezikolweni ngo-Apreli ukuya kuMeyi 2019 emayigcinelwe **inkcitho** yemihla ngemihla yokwenziwa komsebenzi **enganxulumananga nabasebenzi**. Izikolo ziya kwaziswa ngesi sixa-mali kwileta engesabelo-mali sazo se-N&S. Makukhunjulwe ukuba esi sixa-mali masisiqhube isikolo de kuye kutsho ku-Apreli 2020, apho kuya kufumaneka intlawulo yonyaka-mali olandelayo. Isabelo esiseleyo se-N&S sonyaka-mali ophela ngowe-31 Matshi 2020 masahlula-hlulwe phambi kwe-05 Apreli 2019 ngokwamahlelo amane akwifom *WCED 032 form*, (Jonga umhlathi 2.1 no-3.1 ngokumalunga noku).

2.2.2 Ukongeza, iintlawulo ezithunyelwa ngekhompyutha (*transfer payments*) kuzo zonke izikolo ezingekho phantsi kwesiqendu 21 zolondolozo (*for maintenance*) neentlawulo zeenkono zikamasipala (kwezo zikolo zizihlawulela ngokwazo ii-akhawunti zeenkono zikamasipala), ziya kuhlawulwa ngolu hlobo lulandelayo: i-50% yesixa-mali esibhajethelwe zona (ngokwe-*WCED 032 form*) iya kuhlawulwa ngo-Apreli-Meyi 2019, ize i-50% eseleyo ihlawulwe ngo-Oktobha ukuya ku-Novemba 2019.

3. Ukusetyenziswa kwesabelo-mali

3.1 Isabelo-mali ngokwe-N&S senzelwa eyona njongo iphambili nengeyokuqala, ukuthenga iLTSM, ukuthenga kuloo ndawo inesikolo (*local purchases*), ukuhlawula iinkono zikamasipala, ukubonelela ngezona zinto zibalulekileyo kulondolozo lwemihla ngemihla lwezakhiwo zesikolo, amabala nezixhobo zomsebenzi (ulondolozo olwenziwa sisikolo), kunye nokuhlawula ezinye iindleko ezikhoyo zemihla ngemihla. (i-20% yeN&S kwimeko yezikolo ezingabizi zifizi). Ingeniso yesikolo esiyenze ngokwaso, njengoko kuchaziwe kumhlathi 6 apha ngezantsi, mayisetyenziselwe kuqala ukongeza apho kushota khona kwezi zinto zilapha ngentla phambi kokuba isetyenziselwe ukuhlawula izithuba zengqesho zamabhunga olawulo.

Kucetyiswa ngokuba ngo-2019/20, izikolo zimele ukusahlula-hlula isabelo sazo ngokwamahlelo ngamahlelo enkcitho (*various expenditure categories*) ngolu hlobo lulandelayo:

- I-30% isetyenziselwa ii-odolo zeLTSM zika-2020 ekufuneka i-10% yayo isetyenziselwe ukuthenga izinto zokufunda zaselayibrari (ngamnye umfundi makabe nencwadi yesifundo emiselweyo ngesifundo ngasinye). Istokhwe seencwadi nezibonelelo zaselayibrari mazandiswe (*augmented*) qho ngonyaka de inani elipheleleyo lee-ayithem (*items*) libonise owona mgangatho usezantsi wamazwe ngamazwe umiselweyo (*minimum international standard*) wee-ayithem ezili-10 ngomfundi

ngamnye. (Jonga kumhlathi 3.1.1 apha ngezantsi, izinto ezinokufakwa phantsi kweLTSM.)

- I-20% esetyenziselwa ukuhlawula izinto ezithengwa kuloo ndawo inesikolo (*local purchases*).
- I-25% isetyenziselwa iinkonzo zikamasipala. **(Nakuba kunjalo izikolo zifanele ukwenza ibhajethi yepesenti enkulu kunoku ukuba iindlela zenkciitho zazo (*expenditure trends*) zenza ukuba oku kube yimfuneko;**
- I-25% isetyenziselwe ulondolozo lwesikolo;

Ukukhutshwa kwemali (*shifting of funds*) kwi-WCED 032 form kumele kugqitywe ungadlulanga owe-16 Septemba 2019.

3.1.1 Izibonelelo ezincedisa ukufunda nokufundisa (LTSM)

(a) ISebe leMfundo esiSiseko kuzwelonke (DBE) lizicacisa izibonelelo ezincedisa ukufunda nokufundisa (LTSM) njengazo naziphi na izinto ezixhasa zize zenze kube lula ukufunda nokufundisa kanye ngqo eklasini okanye ekhaya (umsebenzi wesikolo wasekhaya). Zibandakanya oku kulandelayo:

- Iincwadi zezifundo (*textbooks*), iincwadi zokufunda (*readers*), iincwadi zokukhangela izinto-yinto (*reference books*), iincwadi ezimiselweyo (*prescribed books*), ii-atlasi (*atlases*) nezichazi-magama (*dictionaries*);
- Iincwadi zokwenza imisebenzi (*workbooks*);
- Iiphowusta, iimephu neetshathi zodonga;
- Imidlalo efundisa okuthile ii-Educational board games;
- Izinto zokufunda zaselayibrari (ezingamabali angeyonyaniso (*fiction*) nezingamabali asusela kwizinto zokwenene (*non-fiction*), iincwadi zokukhangela izinto-yinto, iiphowusta, iirekhodingi zeevidiyo, eze-DVD, ii-CD, ii-multi-media njl. njl.);
- I-software yekhompuyutha nokulayisenswa kwayo (*Computer software and licensing*);
- Izibonelelo ezisetyenziswa ngootitshala, ngabafundi, eziklasini nakwiilayibrari

(b) Ziyacelwa izikolo zisebenzise isabelo sazo esipheleleyo seLTSM ukuthenga iLTSM eya kwandisa ngamandla ize ixhase ukuphunyezwa kwe-Curriculum and Assessment Policy Statement (CAPS) eziklasini zazo. Ngako oko ke ziyakhuthazwa izikolo ukuba zisebenzise isabelo sazo seLTSM ekuthengeni iincwadi zezifundo (*textbooks*) zokongezelela, iincwadi ezimiselwe ukufundwa (*prescribed works*), ii-atlasi (*atlases*) izichazi-magama (*dictionaries*); iincwadi zokwenza imisebenzi (*workbooks*); iiphowusta, iimephu neetshathi zodonga, iimidlalo efundisa okuthile (*educational board games*), izinto zokufunda zaselayibrari (ezingamabali angeyonyaniso (*fiction*) nezingamabali asusela kwizinto zokwenene (*non-fiction*), iincwadi zokukhangela izinto-yinto, iividiyo esezirekhodiwe, ii-DVD, ii-CD, ne-software yekhompuyutha nezixhobo ze-Consumer Studies and Hospitality Studies nezelebhu yesayensi.

(c) Inkxaso-mali yeLTSM nayo imele ukuthathelwa ingqalelo ukwenzela iintlawulo zemirhumo (*subscriptions*), iiprogram ii-online applications nokuhlaziywa kweemvumelwano okanye ezezibonelelo ii-proprietary digital resources. Oku kwenza izikolo zisebenzise isabelo-mali seLTSM ukuthenga izibonelelo ii-digital resources zokutshintsha inkqubo yokufunda yangaphambili ibe yinkqubo yokufunda yethekhnoloji eyi-digital learning. Ezi zibonelelo zilolu hlobo ziqulethe ii-eBooks kwakunye ne-software yezemfundo (*educational software*). Ixabiso loku liyafana kungokunje neleencwadi zezifundo engamaphepha aprintiweyo zodidi oluqhelekileyo (*traditional hard copy textbooks*) zingancitshiswanga okanye zincinane iindleko kuzo. Makwenziwe amalungiselelo okwenza ukuba izikolo zizibhalisele ezi nkonzo/ezi mveliso.

(d) Ngokuxhomekeke kule miqathango ilandelayo, izikolo zingabela i-LTSM imali encinane ukuba:

- ngamnye umfundi osesikolweni unencwadi yesifundo kwisifundo ngasinye kwaye unako ukufikelela kwizibonelelo zeLTSM ezizezinye;
- isikolo besisoloko sisithi qho ngonyaka sabe i-10% yesabelo seLTSM ekuthengweni kweencwadi nezibonelelo zaselayibrari zokwandisa istokhwe saselayibrari yaye inani lilonke lee-ayithem zaselayibrari kwistokhwe saselayibrari ngoku zii-ayithem ezili-10 ekulelona nani lisezantsi limiselweyo ngokomgangatho wamazwe ngamazwe (*minimum international standard of 10 items*) ngomfundi ngamnye; yaye
- ibhunga lolawulo lithathe isigqibo ngokusesikweni malunga noku kutenxa kokumiselweyo. (Esi sigqibo sebhunga lolawulo ngokumalunga nebhajethi, nekufuneka ingeniswe kwintlanganiso yabazali, masicaciswe yaye makunikwe isixa-mali esichithwe kwizibonelelo zeLTSM, ngomfundi ngamnye. Esi sigqibo masandlalwe kwintlanganiso yabazali, nokuba ngaba umphathi wesekethe uyasixhasa okanye akasixhasi.)

(e) Indlela yokufunyanwa kwe-LTSM:

- Izikolo ezingekho phantsi kwesiqendu 21 mazilandele iinkqubo ezimiselweyo kwisiHlomelo A.
- Ngokungqinelana nemiyalelo ye-Ofisi kaNondyabo wePhondo, apho kungekho mvumelwano (*contract*) isebenzayo, iSebe iWCED liya kupapasha izicelo zeLTSM zazo zonke izikolo ezingekho phantsi kwesiqendu 21 kwi-*Integrated Procurement Solutions (IPS)*, nelawulwa yi-Ariba. Le sistim ivumela ukhuphiswano ngamaxabiso ngokungqinelana nemithetho ebhengezwe ngokwe-*Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000)*.
- Izikolo mazikhethe zonke izibonelelo zeLTSM zokongezelela (*top-up LTSM*) kwiikhathalogu zikazwelonke ezivunyiweyo ezikweli ziko lewebhu leSebe

<http://wcedonline.westerncape.gov.za/index.html>

- ISebe iWCED lizazisa izikolo qho ngonyaka (ngesetyhula) ngamaxesha amisiweyo oku-odola iincwadi zezifundo zokongezelela zeCAPS kwi-CEMIS.
- Ukuba zifuna ukuncediswa ekukhetheni iincwadi nezibonelelo zaselayibrari, kufuneka izikolo ziqhagamshelane noMnu Timothy Cloete, uMququzeleli we-EDULIS weNkonzo zeeLayibrari zeZikolo (*School Library Services*), kule nombolo yefoni 021 957 9626. Kunokuqhagamshelwana nomcebisi ngezelayibrari yesikolo wesithili (*district school library adviser*) kunye/okanye nomququzeleli weziko elinguvimba wolwazi (*resource centre co-ordinator*) ngokumalunga nokuphuculwa kweelayibrari zezikolo.

3.1.2 Iinkonzo zikamasipala

- (a) Injongo yesabelo esinikwa izikolo ngokwe-N&S, phakathi kwezinye izinto, kukuhlawula ii-akhawunti zeenkondo zikamasipala, ezibandakanya umbane, amanzi, ugutyulo lomphutha (*sewage removal*), ukuthuthwa kwenkunkuma (iintlawulo zokufumaneka nezosetyenziso), kodwa asibandakanyi ukuhlawulwa kwerhafu yepropathi. Njengoko kwakunjalo kwixesha elidlulileyo, uRhulumente uya kuyihlawula irhafu yepropathi ebhaliswe ngegama likaRhulumente wePhondo leNtshona Koloni (PGWC) okanye leRiphabliki yoMzantsi Afrika kwiimeko ezithile.
- (b) Izikolo ezimbalwa zivakalise ukuba azifuni kulawula ii-akhawunti zazo zeenkondo zikamasipala yaye ezi akhawunti zazo ziya kuqhubeka zihlawulwa yi-ofisi yesithili semfundo echaphazelekayo. I-ofisi yesithili semfundo iya kunika isikolo ngasinye iikopi zee-akhawunti zaso qho ngenyanga ngenjongo yokuba sizitshekishe kwaye singqine ukuba ii-akhawunti ezo zichanekile. **Isixa-mali se-WCED 032 fom simele oko kuya kumelwa kukuhlawulwa liSebe iWCED yaye esi sixa-mali siya kusetyenziselwa ukuhlawulela iinkonzo zikamasipala. Izikolo ziya kumelwa kukuhlawulwa naziphi na iindleko zikamasipala ezenziweyo ngaphezu kweso sixa-mali sibhajethelwe oku kwi-WCED 032 form.**
- (c) Izikolo ezingekho phantsi kwesiqendu 21 mazibale imali ebekelwe iinkonzo zikamasipala ngokwenkcitho yazo yangaphambili zidibanise nomyinge wokuhla kwamandla emali (*plus inflation adjustments*) kwimali eziyigcinele iinkonzo zikamasipala zize ziyibonise kwifom WCED 032. Esi sixa-mali kunye nemali yolondolozo ziya kuhlulwa ngaxeshanye kwezo zikolo zavumayo ukuwenza lo msebenzi. **Apho singanelanga isabelo-mali se-N&S seenkonzo zikamasipala, izikolo zilindeleke ukuba ziyongeze zona ngokwazo imali yesabelo kwiingxowa zazo, apho oku kuyimfuneko.**

- (d) Izikolo kusafuneka, ziwaphumeze amanyathelo okonga imali aboniswe kwiSihlomelo B.
- (e) U-Eskom noninzi loomasipala bavakalise ukuba bangazenza iimitha zombane ohlawulelwa ungekasetyenziswa (*pre-paid electricity meters*) ezikolweni. Oku kuya kwenza izikolo zibe nolawulo olubhetele losetyenziso lombane wazo. Izikolo maziqhagamshelane no-Eskom okanye nomasipala wengingqi, ochaphazelekayo, ukuba zifuna ukuba kufakwe iimitha zombane ezihlawulwa phambi kokuba umbane usetyenziswe.
- (f) **Apho kuye kwaqatshelwa ukuba izikolo azizihlawuli ii-akhawunti zazo zikamasipala, iSebe iWCED linelungelo lokuyibamba lingayikhuphi imali eyabelwe ezo zikolo ngokwesabelo seN&S ukwenzela ukuhlawula ezo zixamali zee-akhawunti zeenkondo zikamasipala zingahlawulwanga egameni lesikolo esichaphazelekayo.**
- (g) **Zonke izikolo ezivumayo ukuba yinxenye yephulo elilingwayo lokonga amanzi i-smart water meter pilot nezineemitha zamanzi ii-smart water meters ezifakwe ezikolweni mazigcine isabelo-mali kwisabelo sikamasipala sokuhlawula iintlawulo zaqho ngenyanga zeemitha ii-smart water meters.**

3.1.3 Ulondolozo lwemihla ngemihla

- (a) Ulondolozo lwemihla ngemihla luthetha ukulungiswa kwamabala, ukucocwa, ukuhlaziywa, nokulungiswa kunye/okanye ukukhutshwa kwezinto ezonakeleyo kufakwe ezinye kwizakhiwo zesikolo. **Malwenziwe qho ulondolozo lwemihla ngemihla, ukwenzela ukuthintela ukugxagxiseka kwezakhiwo zesikolo de zifune ulungiso olungxamisekileyo lomonakalo omkhulu nobiza imali enkulu ngenxa yokungahoywa.**
- (b) **Apho singanelanga isabelo-mali se-N&S solondolozo lwemihla ngemihla, izikolo zilindeleke ukuba ziyongeze zona ngokwazo imali yesabelo kwingeniso yaso, apho oku kuyimfuneko.**
- (c) Izikolo mazizenzele ngokwazo ibhajethi yolondolozo lwemihla ngemihla ngokungqinelana nemeko yezakhiwo namabala azo.
- (d) Izikolo ngokunjalo mazibekele bucala isixa-mali kweso sabelo-mali sonyaka esisetyenziselwa oku kulandelayo:
- ukulondolozwa kwezixhobo zomsebenzi ezisetyenziswa ekuphuculeni amabala esikolo, umz. ukulungiswa kwemowa, ukuthenga ipeyinti yezitulo ezisemabaleni esikolo, ukuthenga ikalika (*lime*) nesichumiso (*fertiliser*).
 - ukulondolozwa kwezixhobo zokucima umlilo o.k.t imibhobho, iirili (*reels*) zokucima umlilo, nezinye izixhobo zokucima umlilo ezifanelekileyo njl.njl.;

- ulondolozo olungxamisekileyo lwezixhobo neenkqubo zokhuseleko nokhuselelo (*security or guarding mechanisms*) — xa zonakale izixhobo zokhuseleko ezikhoyo esikolweni (kubandakanywa iigeyithi ezizivulekelayo nezizivulekelayo (*automatic gates*), iimotho zeegeyithi njl.njl.) kukuqhekezwa, ukonakaliswa ngabom okanye kukuba ziphelelelwe lixesha; kunye
- nokulondolozwa kweengcingo nezinye izixhobo zokhuseleko (umz. ii-alam, ii-intakhom, nj.njl.).

(e) Isabelo-mali se-N&S masingaze sisetyenziselwe ulondolozo lwezixhobo lwemihla ngemihla kwiihostele zokuhlala. Olu hlobo lolondolozo maluxhaswe ngemali yeefizi zabafundi yokuhlala ehostele nangeebhasari.

3.2 Izikolo mazibonise izabelo-mali ezenzelwe ulondolozo lwezakhiwo, amabala nezixhobo zokusebenza njengesixa-mali esinye kwifom *WCED 032*.

3.3 Apho izikolo ezingekho phantsi kwesiqendu 21 zithi zigqithise kwisabelo sazo se-N&S, ngenxa yaso nasiphi na isizathu, iSebe iWCED liyakuyifumana nayiphi na inkcitho engaphezulu ngokuyixhuzula kwisabelo sesikolo se-N&S sonyaka-mali olandelayo. Oku makungajongwa njengokukhuthaza izikolo ukuba zigqithise kwizabelo-mali ze-N&S zazo.

4. **Isabelo-mali seN&S ASINAKO ukusetyenziselwa oku kulandelayo:**

- **Ukuhlawula abasebenzi abaqeshwe libhunga lolawulo**
- **Izakhiwo ezitsha**
- **Inkcitho kwiihostele**
- **Iimali-mboleko ezinikwa abantu okanye amanye amaziko**
- **Izithuthi**

5. **Ulungiso lomonakalo omkhulu ongxamisekileyo**

Ngokomhlathi 97 weNNSF, iSebe iWCED liyalwamkela uxanduva lolungiso olungxamisekileyo lwezakhiwo ezonakeleyo, ngokuxhomekeka ekubeni ikho imali ebhajethelwe ukwenza olo lungiso lwezakhiwo. Ezi ntlobo zolungiso lomonakalo zilandelayo ziya kuqwalaselwa ngokungqinelana neenkqubo ezikuXwebhu *Standard Operating Procedures for Emergency Maintenance in Western Cape Schools, 2014*:

IHLELO A

Umonakalo omkhulu odalwe ziintlekele zendalo, iingxaki zesakhiwo (*structural problems*) nemililo.

ISebe iWCED liya kuyithathela kulo le misebenzi yolungiso lwezakhiwo olungxamisekileyo kuphela xa iindleko zingaphezu kwe-R10 000 **naxa kuphele ibhajethi yokulondolozwa kwazakhiwo** nangokuxhomekeka ekubeni ikho imali eyaneleyo.

ISebe iWCED liya kuthi kwakhona, ngokwengqiqo yalo, lijonge ukuba alinakufaka mali yokuhlawulela umonakalo kwi-akhawunti yebhanki yesikolo ukwenzela ukuthenga izinto zokwakha kwiimeko **apho ungemkhulu kangako umonakalo**.

6. Ingeniso eyenziwa sisikolo ngokwaso

Ngokwesiqendu 36 (1) soMthetho weZikolo zaseMzantsi Afrika, (uMthetho 84 ka-1996), amabhunga olawulo makathathe onke amanyathelo afanelekileyo okongezelela kwisabelo sikaRhulumente ukwenzela ukuphucula umgangatho wemfundo efundiswa sisikolo **kubo bonke abafundi esikolweni**. Nangona izikolo ezingabizi zifizi kunyanzelekile ukuba zingabizi zifizi (kubandakanywa neefizi zobhaliso), ziyakhuthazwa ezi zikolo ukuba ziqokelele iminikelo ekhutshwa ngokuzithandela (*voluntary contributions (donations)*) yaye zenze izinto/imisebenzi yokunyusa ingxowa (*fund-raising activities*).

7. Ukunika ingxelo

7.1 Ibhajethi evunyiweyo yesikolo mayingeniswe kwisithili semfundo esichaphazelekayo ungalulanga owe-01 Disemba kunyaka ngamnye.

7.2 Zonke izikolo mazingenise le fom *WCED 043 form* (ingxelo engeniswa kabini ngonyaka) kwisithili semfundo esichaphazelekayo zingekapheli iintsuku eziyi-30 ukususela ekupheleni kwekota (inkcitho eya kutsho kwi-30 Juni nakwi-31 Disemba). Ngaphezulu, isiqendu 43 (5) seSASA sifuna ukuba izikolo zingenise ikopi yeseti yeengxelo-mali zazo eziphicothiweyo zonyaka-mali ongaphambili (ukwenzela ukuba ziqwalaselwe ngumlawuli wesithili esichaphazelekayo), ungekadluli owe-30 Juni kunyaka ngamnye.

7.3 Iimali ziya kuhlawulwa kwizikolo ukuba ngaba i-ofisi yesithili iyangqinisisa ukuba isikolo sinemali eyanelayo ngokusekelwe kwimisebenzi yezemali yeekota ezingaphambili. **Ngaphezu koko, ukuba isikolo asingqinisiwanga njengesikolo esinemali eyaneleyo phambi okanye ekupheleni konyaka-mali, isikolo sinokuphulukana nesabelo-mali seN&S saso.**

8. Eminye imiqathango

8.1 Ibhunga lolawulo malibe nolawulo olululo kwingeniso nakwinkcitho njengoko kucacisiwe kule ncwadana *Manual: Basic Financial System for Schools* eyakhutshwa yiNtloko yeSebe leMfundo ngokwesiqendu 38 (1) seSASA. Ukuba amalungu ebhunga

lolawulo akanabo ubungcali obuyimfuneko bokwenza lo msebenzi ngendlela eyiyo, makatyumbe (co-opt) umntu oya kuba nako ukuwancedisa.

8.2 Yonke imali yesikolo, efunyenwe kwisabelo-mali sikaRhulumente naleyo ivela kwisikolo ngokwaso, mayisetyenziselwe iinjongo ezinxulumene ngqo nezemfundo, njengoko kucacisiwe kwisiqendu 37(6) seSASA, kubandakanywa nokuthengwa kweLTSM. Ngokomgaqo-nkqubo weSebe iWCED, makungaze kwenziwe iikopi zeencwadi zezifundo ezimiselweyo (textbooks) kunye neencwadi zokufunda (readers) njengoko oku ikukunyasha uMthetho weLungelo eliValela uKwenziwa kweeKopi, 1978 (uMthetho 98 ka-1978) (Copyright Act, 1978 (Act 98 of 1978)).

8.3 ISebe iWCED linelungelo lokuhlola iirekhodi ezinxulumene nemali yesikolo kunye nokuthatha amanyathelo ngakuye nawuphi na umsebenzi/utitshala wesikolo okanye ilungu lebhunga lolawulo, ukuba lithe lachaphazeleka kwizenzo zokusetyenziswa gwenxa kwemali yesikolo. Ngako oko ke izikolo mazigcine bonke ubungqina bengeniso nenkcitho ukulungiselela le njongo.

9. **Isicelo sokufakwa kwesikolo phantsi kwesiqendu 21**

Izicelo zokutshintsha ukusuka ekubeni sisikolo esingekho phantsi kwesiqendu 21 sibe phantsi kwesiqendu 21, mazingeniswe ngokuqala kugqithwe kwi-ofisi yesithili ukuya kwaNdlunkulu phambi okanye ngowe-22 Februwari 2019 ngale fom iqhotyoshelweyo (IsiHlomelo C). Izikolo eziphumeleleyo ziya kufakwa phantsi kwe siqendu 21 ukususela kunyaka-mali olandelayo kuphela, o.k.t. ukususela kowe-01 Apreli 2019.

Izicelo ezifike emva kwexesha ziya kwenza ukuba isikolo sifakwe phantsi kwesiqendu 21 ukususela ku-Apreli 2020.

10. **Ileta yolwabiwo-mali lwango-2018/19**

Imali eyabelwe izikolo ngokweSetyhula 0032/2017 yomhla we-15 Septemba 2017, mayisetyenziswe iphele zizikolo phambi kowe-31 Matshi 2019.

11. **Nazi iinombolo zoqhagamshelwano zokubuza imibuzo**

Isihloko	Igama	Inombolo yefoni
IiNgxelo WCED 043 ezingeniswa kabini ngonyaka neengxelo-mali zonyaka eziphicothiweyo	USekela-Mlawuli - weeNkonzo kwi-ofisi yesithili	Eye-ofisi yesithili semfundo esichaphazelekayo
Ukungeniswa kwe-WCED 032 (Classification of N&S allocation)	Nks P Phillips	021 467 2326
Ukuthengwa kwe-LTSM (WCED 034 form) nokuthengwa kwezinto kuloo ndawo inesikolo (WCED 026 form). ngokungena kwiCEMIS nemibuzo emalunga noku-odola iincwadi zezifundo (CAPS) kwikhompyutha	Mnu B le Keur Mnu B Stoffels	021 467 2094 021 467 2345

Imibuzo engeentlawulo zesiqhelo (<i>General Payments</i>)	Mnu D Harrison Nks N Mtongana	021 467 2727 021 467 2703
Ulungiso lomonakalo olungxamisekileyo	Mnu N Sutcliffe	021 467 2568
I-e-Learning UMququzeleli we-EDULIS weeNkonzo zeeLayibrari zeZikolo	Mnu C Walker Mnu T Cloete	021 467 2351 021 957 9626
Imibuzo ngokubanzi: IMimiselo neMigangatho (kungabandakanywanga imibuzo emalunga neentlawulo)	Mnu L Sangqu Mnu R Dawson Inombolo yeFeksi:	021 467 2608 021 467 2700 086 731 8900

ISAYINWE: NGU-BK SCHREUDER

INTLOKO: YESEBE LEMFUNDO

UMHLA: 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>
---	--

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:

.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
**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**

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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 / **Name in print /** **Date / Datum:**.....
Handtekening van Prinsipaal: **Naam in drukskrif:** **Date / Datum:**.....

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

