



Verwysing: 20180723-4494
Lêerno.: 12/12/41/1
Navrae: Sien paragraaf 11

Omsendbrief: 0037/2018
Vervaldatum: 31 Maart 2020

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure, Kringbestuurders, Hoofde: Bestuur en Beheer, Adjunkdirekteure by distrikskantore, en Prinsipale en Voorsitters van Beheerliggame van alle nie-artikel 21 gewone openbare skole

Kort opsomming: *Besonderhede van die finansiële toewysing aan nie-artikel 21-skole vir die 2019/20- boekjaar en riglyne vir die verkryging van goedere en dienste.*

Onderwerp: Nie-artikel 21-skole: Norme-en-standaarde-befondsing vir skole graad 1-12 — finansiële toewysings vir die 2019/20-boekjaar

1. Toewysing

Die voorlopige norme-en-standaarde (N&S)-toewysings vir nie-artikel 21-skole vir die volgende drie jaar, vir die tydperk vanaf 01 April 2019 tot 31 Maart 2022, is op SOBIS beskikbaar. Toegang daartoe kan soos volg verkry word:

- Teken aan op SOBIS.
- Kies "Public Ordinary".
- Kies skool.
- Klik op "Proceed" en kies dan die "Administration"-opsie op die kieslys en klik op "Norms and Standards Allocation" en kies "N&S 2019/20".
- Druk die bladsy.

Let asseblief op die volgende:

- 1.1 Toewysings word bereken ooreenkomstig die voorskrifte in paragraaf 108 tot 114 van die Nasionale Norme en Standaarde vir Skoolbefondsing (NNSSB) in *Staatskoerant* No. 29179 van 31 Augustus 2006.
- 1.2 Volgens paragraaf 114 van die NNSBF, dui die Nasionale Teikentabel soos gepubliseer in *Staatskoerant* No. 41420 van 2 Februarie 2018 die 2019 geteikende bedrag per leerder aan. Die geenskoolgelddrumpel sal R1 390 wees.

Nasionale Teikentabel vir die skooltoewysing graad 1–12 (2019–2021)

	2019	2020*	2021*
NK1 Geen gelde	1 390	1 468	1 549
NK2 Geen gelde	1 390	1 468	1 549
NK3 Geen gelde	1 390	1 468	1 549
NK4 Geen gelde	1 390	1 468	1 549
NK5 Geen gelde	1 390	1 468	1 549
NK4 Gelde betaalbaar	697	736	776
NK5 Gelde betaalbaar	241	254	268
Geenskoolgelddrumpel	1 390	1 468	1 549

* Syfers vir 2020 en 2021 (aangepas by geprojekteerde inflasiekoers) is die geprojekteerde nasionale teikens wat gekommunikeer is.

- 1.3 Die voorlopige N&S-toewysingsbriewe is op grond van die 2018 10^{de} dag Kitsopname-leerderinskrywings bereken.
- 1.4 Die Wes-Kaap Onderwysdepartement (WKOD) sal die leerderinskrywings van alle skole met die 2019 10^{de} dag Opname nagaan. **Finale toewysingsbriewe** sal teen 15 Maart 2019 op SOBIS gepubliseer word.

Die fondse wat ooreenkomstig hierdie omsendbrief toegewys is, moet teen 31 Maart 2020 bestee wees.

2. **Betalingskedere (WKOD 032-vorm)**

Die WKOD 032-vorm moet op die finale toewysing gebaseer wees, soos in 1.4 hierbo genoem.

2.1 **Skoolgeldskole**

Nie-artikel 21-skole moet voor 05 April 2019 hul N&S-toewysing vir die boekjaar wat op 31 Maart 2020 eindig op die WKOD 032-vorm in die vier kategorieë indeel, naamlik leer- en onderrigondersteuningsmateriaal (LOOM), plaaslike aankope, munisipale dienste en instandhouding. By ontvangs van die voltooide WKOD 032-vorm sal die WKOD die begrotings noukeurig bestudeer. Skole sal verwittig word indien hul vorms nie in orde is nie en versoek word om hersiene WKOD 032-vorms in te dien.

2.2 **Geenskoolgeldskole**

- 2.2.1 Van die totale N&S-toewysing, wat in April–Mei 2019 oorbetaal word, moet 20% teruggehou word vir lopende bedryf **niepersoneeluitgawes**. Skole sal van hierdie bedrag in die N&S-toewysingsbrief ingelig word. Hou in gedagte dat die skool tot April 2020 met hierdie bedrag sal moet uitkom wanneer betaling vir die volgende boekjaar ontvang sal word. Die oorblywende N&S-toewysing vir die boekjaar wat op 31 Maart 2020 eindig, moet voor of op 05 April 2019 op die WKOD 032-vorm in die vier kategorieë (kyk paragraaf 2.1 en 3.1 in hierdie verband) ingedeel word.

2.2.2 Daarbenewens sal die oordragbetalings aan alle nie-artikel 21-skole vir instandhouding en vir munisipale dienste (vir daardie skole wat hul eie munisipalediensterekeninge betaal) soos volg betaal word: 50% van die begrote bedrae (soos volgens WKOD 032) sal in April–Mei 2019 betaal word en die oorblywende 50% in Oktober–November 2019.

3. Benutting van die toewysing

3.1 Die N&S-toewysing is hoofsaaklik bedoel vir LOOM, plaaslike aankope, munisipale dienste, noodsaaklike daaglikse instandhouding van skoolgeboue, terreine en toerusting (niegeskeduleerde instandhouding), en ander lopende uitgawes (20% van N&S in die geval van geenskoolgeldskole). Eie inkomste, soos bedoel in paragraaf 6 hieronder, moet eers gebruik word om tekorte in bogenoemde verband te dek voordat dit aangewend word vir die finansiering van beheerliggaamposte.

Daar word vir 2019/20 aanbeveel dat skole hul beskikbare toewysing soos volg tussen die onderskeie uitgawekategorieë verdeel:

- 30% vir LOOM bestellings vir 2020 waarvan 10% spesifiek vir biblioteekmateriaal gereserveer moet wees (elke leerder moet 'n handboek vir elke vak hê). Die voorraad skoolbiblioteekmateriaal moet jaarliks aangevul word totdat die totale getal items die minimum van die internasionale standaard van 10 items per leerder weerspieël. (Kyk paragraaf 3.1.1 hieronder vir die lys met items wat onder LOOM val.)
- 20% vir plaaslike aankope
- 25% vir munisipale dienste. **(Skole moet egter begroot vir 'n groter persentasie as uitgewetendense dit noodsaak.)** 25% vir instandhouding

Die verskuiwing van fondse op die WKOD 032-vorm moet teen 16 September 2019 gefinaliseer wees.

3.1.1 Leer- en onderrigondersteuningsmateriaal (LOOM)

(a) Die Departement van Basiese Onderwys (DBO) definieer LOOM as enige materiaal wat onderrig en leer direk in die klaskamer of by die huis (tuiswerk) ondersteun en fasiliteer. Dit sluit die volgende in:

- Handboeke, leesboeke, naslaanboeke, voorgeskrewe werke, atlasse en woordeboeke
- Werkboeke
- Plakkate, kaarte en muurkaarte
- Opvoedkundige bordspeletjies
- Biblioteekmateriaal (fiksie en niefiksie), naslaanboeke, plakkate, en videos wat vooraf opgeneem is, DVD's, CD's, multimedia, ens.
- Rekenaarsagteware en lisensies
- Hulpbronmateriaal vir opvoeders, leerders, klaskamers en biblioteke

(b) Daar word van skole verwag om hul volle LOOM-toewysing te gebruik vir die aankoop van LOOM wat die implementering van die Kurrikulum en Assesseringsbeleidsverklaring (KABV) in hul klaskamers sal verryk en versterk. Skole word dus aangemoedig om hul LOOM-toewysing vir die aankoop van aanvullende handboeke, voorgeskrewe werke,

atlasse, woordeboeke, werkboeke, plakkate, kaarte, muurkaarte, opvoedkundige bordspeletjies, biblioteekmateriaal (fiksie en niefiksie), naslaanboeke, video-opnames, DVD's, CD's, rekenaarsagteware, sowel as toerusting vir Verbruikerstudies en Gasvryheidstudies en die wetenskaplaboratoriumtoerusting te benut.

- (c) LOOM-befondsing behoort ook vir intekengeld, aanlyn aansoeke en die hernuwing van kontrakte of eiendomsreg op digitale hulpbronne gebruik te word. Dit stel skole in staat om LOOM-befondsing te gebruik om digitale hulpbronne aan te skaf in hulle oorgang van tradisionele na digitale leer. Sulke hulpbronne sluit e-boeke sowel as opvoedkundige sagteware in. Die koste daaraan verbonde is tans soortgelyk aan tradisionele gedrukte handboeke en daar is min/geen noemenswaardige vermindering in koste nie. Daar moet voorsiening gemaak word sodat skole op hierdie dienste/produkte kan inteken.
- (d) Onderhewig aan die volgende voorwaardes, kan skole minder geld aan LOOM toewys mits:
- elke leerder in die skool oor 'n handboek vir elke vak beskik en toegang tot ander LOOM-hulpbronne het;
 - die skool jaarliks 10% van die LOOM-toewysing vir die aankoop van biblioteekmateriaal gebruik het om die biblioteekvoorraad aan te vul en die totale getal items in die biblioteekvoorraad nou bestaan uit die minimum internasionale standaard van 10 items per leerder; en die beheerliggaam 'n formele besluit aangaande hierdie afwyking geneem het. (Hierdie besluit van die beheerliggaam rakende die begroting wat aan 'n ouervergadering voorgelê moet word, moet verduidelik word en die bedrag wat per leerder aan LOOM bestee is, moet voorsien word. Hierdie besluit moet by die ouervergadering voorgelê word, ongeag of dit deur die kringbestuurder ondersteun word of nie.)
- (e) Hoe om LOOM te verkry: Nie-artikel 21-skole moet die voorgeskrewe prosedures in Bylae A volg.
- Waar geen amptelike kontrak in plek is nie, sal die WKOD In ooreenstemming met die Provinsiale Tesourie-instruksies, die LOOM versoeke van alle nie-artikel 21-skole op die Geïntegreerde Verkrygingstelsel ("IPS") wat deur Ariba bestuur word, adverteer. Hierdie stelsel laat kompeterende bieder toe in ooreenstemming met die wetgewing gepromulgeer ingevolge die Wet op die Raamwerk vir Voorkeurverkrygingsbeleid, 2000 (Wet 5 van 2000).
 - Skole moet alle LOOM-aanvullings kies uit die goedgekeurde nasionale katalogusse wat op die WKOD se webtuiste by <http://wcedonline.westerncape.gov.za/index.html> beskikbaar is.
 - Die WKOD stel skole jaarliks (deur middel van omsendbriewe) in kennis oor die tydsraamwerke vir die bestel van KABV-aanvullingshandboeke op SOBIS.
 - Vir bystand met die kies van skoolbiblioteekmateriaal moet skole met mnr. Timothy Cloete, die EDULIS-koördineerder: Skoolbiblioteekdienste by tel. 021 957 9626 in verbinding tree. Die distrikskoolbiblioteekadviseur en/of bronesentrumkoördineerder kan ook in verband met die ontwikkeling van skoolbiblioteke gekontak word.

3.1.2 Munisipale dienste

- (a) Die N&S-toewysing aan skole is bedoel vir die betaling van, onder andere, hulle maandelikse munisipalediensterekeninge, bv. elektrisiteit, water, riool en vullisverwydering, (beskikbaarheid- en gebruikskoste), maar sluit die betaling van eiendomsbelasting uit. Soos in die verlede, sal die staat die eiendomsbelasting op eiendom wat in die naam van die Provinsiale Regering van die Wes-Kaap (PRWK) of, onder sekere omstandighede, die Republiek van Suid-Afrika (RSA) geregistreer is, betaal.
- (b) Enkele skole het aangedui dat hulle nie hul eie munisipale dienste wil bestuur nie en hul rekeninge sal steeds deur die betrokke distrikskantore betaal word. Die distriksamptenare sal elke maand elke skool van afskrifte van sy rekeninge voorsien sodat dit nagegaan en daar bevestig kan word dat die rekeninge korrek is. **Die WKOD 032-bedrag verteenwoordig dit waarvoor die WKOD aanspreeklik sal wees en dit sal gebruik word om vir munisipale dienste te betaal. Skole sal aanspreeklik wees vir die vereffening van enige munisipale skuld aangegaan wat meer is as waarvoor op die WKOD 032 begroot is.**
- (c) Nie-artikel 21-skole moet aan die hand van vorige jare se uitgawes plus inflasie-aanpassings, die bedrag bereken wat hulle opsy moet sit vir munisipale dienste en dit op die WKOD 032-vorm aandui. Hierdie bedrag en instandhoudingsgelde sal gelyktydig aan daardie skole wat die funksie aanvaar het, betaal word. **Waar die N&S-toewysing vir munisipale dienste onvoldoende is, word daar van skole verwag om, waar nodig, die toewysing vanuit hul eie inkomste aan te vul.**
- (d) Skole moet steeds, onder andere, die besparingsmaatreëls wat in Bylae B aangedui word, toepas.
- (e) Eskom en die meeste munisipaliteite het aangedui dat hulle meters vir voorafbetaalde elektrisiteit aan skole beskikbaar kan stel. Dit sal skole in staat stel om hul elektrisiteitsverbruik beter te beheer. Skole moet Eskom of hul plaaslike munisipaliteit kontak, soos van toepassing, indien hulle voorafbetaalde elektrisiteitsmeters wil laat installeer.
- (f) **Waar dit blyk dat skole nie hul munisipale rekeninge vereffen nie, behou die WKOD die reg voor om fondse uit die N&S-toewysing terug te hou om uitstaande munisipalediensterekeninge namens die betrokke skole te vereffen.**
- (g) **Alle skole wat die slim watermeterloodsprojek aanvaar het en wat slim watermeters by hulle skole geïnstalleer het, moet befondsing van die munisipale-toewysing opsy sit om die maandelikse slim watermeterkoste te dek.**

3.1.3 Daaglikse instandhouding

- (a) Daaglikse instandhouding sluit in die instandhouding van terreine, skoonmaak, opknop, herstel en/of vervanging van gedeeltes van skoolgeboue. **Gereelde instandhouding moet gedoen word om te verhoed dat skoolgeboue agteruitgaan en noodherstelwerk as gevolg van verwaarloosing nodig het.**

(b) **Waar die N&S-toewysing vir daaglikse onderhoud onvoldoende is, word van skole verwag om, waar nodig, die toewysing vanuit eie inkomste aan te vul.**

(c) Skole moet begroot vir daaglikse instandhouding na gelang van die toestand van hul skoolgeboue en terreine.

(d) Skole behoort ook 'n bedrag van sy jaarlikse toewysing vir daaglikse instandhouding opsy te sit vir die:

- instandhouding van toerusting wat gebruik word om die skoolterrein te verbeter, bv. onderhoud van die grassnyer, die aankoop van verf vir tuinbanke op die skoolterrein, en die aankoop van kalk en kunsmis;
- instandhouding van brandbestrydingstoerusting, d.w.s. brandslange, brandwiele, toepaslike brandblussers, ens.;
- noodinstandhouding van veiligheids- of beskermingsmeganismes — waar die bestaande veiligheidsmeganismes (insluitend outomatiese hekke, hekmasjinerie, ens.) by die skool beskadig is as gevolg van 'n inbraak/vandalisme of veroudering; en
- instandhouding van omheining en ander veiligheidsmeganismes (alarms, interkomstelsels, ens.).

(e) N&S-toewysings mag nie gebruik word vir daaglikse herstelwerk aan koshuise nie. Sodanige herstelwerk moet uit leerders se losiesgeld en beurse befonds word.

3.2 Skole moet die toewysings vir die instandhouding van geboue, terreine en toerusting as 'n enkelbedrag op die WKOD 032-vorm aandui.

3.3 Waar nie-artikel 21-skole hul N&S-toewysings om watter redes ook al oorskry, sal die WKOD enige oorbesteding uit die volgende boekjaar se N&S-toewysing aan die skool verhaal. Dit behoort egter nie gesien te word as aanmoediging vir skole om hul N&S-toewysings te oorskry nie.

4. **Die N&S-toewysing mag NIE vir die volgende gebruik word NIE:**

- **Besoldiging van personeel wat deur die beheerliggaam aangestel is**
- **Nuwe geboue**
- **Koshuisuitgawes Lenings aan individue of ander inrigtings Voertuie**

5. **Groot noodherstelwerk**

Ingevolge paragraaf 97 van die NNSSB aanvaar die WKOD verantwoordelikheid vir groot noodherstelwerk aan geboue, onderhewig aan die beskikbaarheid van fondse wat vir sodanige gebeurlikhede begroot is. Die volgende herstelwerk sal ooreenkomstig die prosedures in die *Standard Operating Procedures for Emergency Maintenance in Western Cape Schools, 2014* oorweeg word:

KATEGORIE A

Ernstige skade as gevolg van natuurrampe, strukturele probleme en brande.

Die WKOD sal net verantwoordelikheid vir sodanige noodherstelwerk aanvaar as die koste meer as R10 000 beloop **en die instandhoudingsbegroting van die toewysing uitgeput is**, mits voldoende fondse beskikbaar is.

Die WKOD sal, na eie goeddunke, dit oorweeg om 'n oordragbetaling vir die materiaal in betreklik **minder ernstige** gevalle te maak.

6. Eie inkomste

Ingevolge artikel 36(1) van die Suid-Afrikaanse Skolewet (SASW), 1996 (Wet 84 van 1996), moet beheerliggame alle redelike stappe doen om die staatshulpbronne aan te vul ten einde die gehalte van onderwys wat deur die skool **aan alle leerders by die skool** voorsien word, te verbeter. Alhoewel geenskoolgeldskole nie verpligte skoolgeld (insluitende registrasiegelde) mag hef nie, word hulle aangemoedig om vrywillige bydraes (donasies) te werf en by fondsinsamelingsfunksies betrokke te raak.

7. Verslagdoening

- 7.1 Die goedgekeurde begroting van die skool moet jaarliks teen 01 Desember by die betrokke distrikskantoor ingedien word.
- 7.2 Alle skole moet binne 30 dae ná die einde van die kwartaal (uitgawes tot 30 Junie en 31 Desember) 'n WKOD 043-vorm (sesmaandelikse verslag) by die betrokke distrikskantoor indien. Voorts vereis artikel 43(5) van die SASW dat skole (vir die aandag van die betrokke distriksdirekteur) jaarliks teen 30 Junie 'n afskrif van hul stel geouditeerde finansiële state vir die vorige boekjaar voorlê.
- 7.3 Fondse sal slegs aan 'n skool oorbetaal word indien die distrikskantoor dit as finansiël sterk sertifiseer, gebaseer op die finansiële bedrywighede van vorige kwartale. **Voorts, indien 'n skool nie voor of aan die einde van die boekjaar as finansiël sterk gesertifiseer word nie, kan die skool sy N&S-befondsing verbeur.**

8. Verdere voorwaardes

- 8.1 Die beheerliggaam moet behoorlike beheer oor inkomste en besteding uitoefen soos uiteengesit in die *Handleiding: Basiese Finansiële Stelsel vir Skole*, uitgereik deur die Departementshoof ingevolge artikel 38(1) van die SASW. Indien die lede van die beheerliggaam nie oor die nodige kundigheid beskik om hierdie funksie uit te voer nie, moet hulle iemand koöpteer wat hulle kan help.
- 8.2 Alle skoolfondse, afkomstig van die staatstoewysing sowel as eie inkomste, moet aangewend word vir doeleindes wat direk met onderwys verband hou, soos bepaal in artikel 37(6) van die SASW, insluitende vir die aankoop van LOOM. Ingevolge WKOD-beleid mag handboeke en leesboeke nie gefotokopieer word nie aangesien dit neerkom op skending van die Wet op Outeursreg, 1978 (Wet 98 van 1978).
- 8.3 Die WKOD het die reg om skoolfondsrekords te ondersoek en op te tree teen enige lid van die personeel of beheerliggaam indien hy of sy betrokke by die wanadministrasie van skoolfondse sou wees. Daarom moet skole alle bewyse van inkomste en uitgawes vir hierdie doel bewaar.

9. **Aansoek om artikel 21-status**

Aansoeke om te verander van nie-artikel 21-status na artikel 21-status moet op die aangehegte aansoekvorm (Bylae C) via die distrikskantoor ingedien word om Hoofkantoor voor 22 Februarie 2019 te bereik. Suksesvolle skole sal eers vanaf die aanvang van die daaropvolgende boekjaar artikel 21-status ontvang, d.w.s. met ingang van 01 April 2019.

Laat aansoeke sal daartoe lei dat artikel 21-status eers vanaf April 2020 toegeken word.

10. **2018/19 toewysing**

Die fondse wat ooreenkomstig Omsendbrief 0032/2017, gedateer 15 September 2017, aan skole toegewys is, moet voor 31 Maart 2019 deur skole bestee word.

11. **Kontaknommers vir navrae**

Onderwerp	Naam	Telefoonnr.
Sesmaandelikse WKOD 043-verslae en geouditeerde finansiële jaarstate	Adjunkdirekteur: Korporatiewe Dienste by distrikskantore	Toepaslike distrikskantoor
Aanlyn handboek- (KABV) bestellingsnavrae	Me. P Phillips Mnr. B le Keur	021 467 2326 021 467 2094
Navrae oor algemene betalings	Mnr. D Harrison Me. N Mtongana	021 467 2727 021 467 2703
Noodherstelwerk	Mnr. N Sutcliffe	021 467 2568
e-Leer EDULIS-koördineerder: Skoolbiblioteekdienste	Mnr. C Walker Mnr. T Cloete	021 467 2351 021 957 9626
Algemene navrae: Norme en Standaarde (enige betalingsverwante navrae uitgesluit)	Mnr. L Sangqu Mnr. R Dawson Faksno :	021 467 2608 021 467 2700 086 731 8900

GETEKEN: BK SCHREUDER

HOOF: ONDERWYS

DATUM: 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 afleveringsadres 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

.....