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Enquiries: MJ Hendricks

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Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Subject Advisers and Heads of all educational institutions

Short summary: *Guidelines on the procedure for the procurement of furniture and equipment for 2021*

Subject: Guidelines for furniture and equipment procurement for 2021

1. Introduction

- 1.1 The purpose of this circular is to inform district offices and schools about the procedure for the procurement of furniture and equipment in 2020 for 2021.
- 1.2 The Western Cape Education Department (WCED) has a three-year furniture contract to manufacture and supply furniture to all public schools in the Western Cape Province. This contract includes 31 school furniture items in the attached school furniture catalogue (Annexure A). Schools may only request from the list of furniture and equipment items on the attached WCED 026A and 026B forms (Annexures B and C).
- 1.3 Furniture must be requested on the WCED 026A form (Annexure B).
- 1.4 Equipment must be requested on the WCED 026B form (Annexure C).

2. Procedure for the prioritisation and procurement of additional furniture and equipment for existing schools (top-ups)

- 2.1 All requests for furniture and equipment from existing schools should be submitted on the correct form to the school's circuit manager by 07 February 2020.
- 2.2 The WCED 026A requisition form for furniture top-ups and the WCED 026B requisition form for equipment top-ups must be completed in full and duly signed.
- 2.3 District directors or their delegated officials will evaluate furniture and equipment requests in all circuits and compile a prioritised list of items in line with the available budget. This implies that not all of the furniture and/or equipment requested by schools can be prioritised if the total cost of the requests exceeds the available budget. This prioritised list will be sent to the Chief Directorate: Districts by 28 February 2020 for approval.
- 2.4 The delegated officials at district offices will notify schools in writing as to whether their requests or parts thereof were approved, amended or not approved. It is recommended that schools follow up with their respective circuit managers to enquire about which requested furniture or equipment items were prioritised.
- 2.5 The Directorate: Institutional Resource Support at Head Office will process and place orders for the approved furniture and equipment at the beginning of the new financial year starting on 01 April 2020.

3. **Warranty period and defective furniture**

- 3.1 The furniture and equipment have a one-year warranty period from the date of delivery to schools with the following stipulations:
 - 3.1.1 Schools that receive defective furniture must inform Head Office timeously by submitting a written report to the following email address:
Moya.Paterson@westerncape.gov.za
 - 3.1.2 The WCED will liaise with suppliers to arrange repairs or replacements as soon as possible.
- 3.2 Defective furniture or equipment that can still be repaired must be properly stored to prevent further damage.
- 3.3 Should schools order furniture directly from suppliers, payment for such orders will be for the account of the school.
- 3.4 Schools are advised to make use of their annual norms and standards allocation and school funds for the purchasing and/or maintenance of furniture and equipment not prioritised by the district office.

4. **Management of furniture and equipment at schools**

- 4.1 Schools must establish a procurement committee which will be responsible for keeping updated records of furniture and equipment in the possession of the school (see the guidelines, *Basic Financial System for Schools*).
 - 4.2 Obsolete furniture or equipment must be written off and disposed of after a decision has been taken at a disposal meeting. The minutes of the meeting must reflect such a decision and must be kept on record at the school.
 - 4.3 A copy of the minutes referred to in paragraph 4.2 must be sent to Moya.Paterson@westerncape.gov.za to ensure that the Subdirector: Equipment at Head Office updates the school's electronic furniture and equipment records on CEMIS, previously captured by the school. All furniture and equipment delivered to schools will be captured on CEMIS by the Subdirector: Equipment at Head Office.
 - 4.4 Schools must update their inventory records annually (including additional furniture purchased from their own funds, stock on hand, disposals and shortages) by providing such records to the Subdirector: Equipment at Head Office. These records should be used to determine the need for top-up furniture and equipment.
 - 4.5 In order to safeguard assets against theft, schools are encouraged to clearly mark all furniture and equipment items.
5. Thank you for your cooperation in these important matters.



SIGNED: BK SCHREUDER

HEAD: EDUCATION



DATE: 2020-01-20





WESTERN CAPE EDUCATION DEPARTMENT
SCHOOL FURNITURE CONTRACT BWCED 20306/15
SCHOOL FURNITURE CATALOGUE 2016 - 2020

PHASE/SECTION	ITEMS	SPECIFICATIONS	Please note the pictures are only examples.
FOUNDATION PHASE Grades R	GRADE R CHAIRS	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Height 575mm – 585mm▪ Seat height: 325mm – 330mm▪ Width 350mm – 360mm▪ Depth: 285mm – 290mm <p>Seat:</p> <ul style="list-style-type: none">▪ Raw material: manufactured from virgin polypropylene co-polymer▪ Stackable steel frame: 19.05mm tubing with baked grey epoxy/polyester powder coating finish▪ Colour: green, blue, grey or black <p>The Grade R table and chair set must comply with South African National Standard SANS 660:2013 & QUALITY VERIFICATION SANS 660:2009-APPENDIX "C"</p>	
	GRADE R TABLE	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Height 500mm – 510mm▪ Width: 1000mm – 1010mm <p>Table:</p> <ul style="list-style-type: none">▪ Medium-density fibreboard (MDF) varnished▪ 25mm round tubing with backed grey epoxy/polyester powder coating finish <p>The Grade R table and chair set must comply with South African National Standard SANS 660:2013 & QUALITY VERIFICATION SANS 660:2009-APPENDIX "C"</p>	
	STACKABLE FOUNDATION PHASE CHAIRS (Steel frame and plastic seat)	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <p>Height: 640mm – 650mm Seat height 350mm – 360mm</p>	



		<p>Width 395mm – 405mm Depth 325mm – 335mm</p> <p>Materials/Seat</p> <p>Injection moulded virgin polypropylene copolymer seats. Colour: green, blue, grey or black. Seat mounting: 4 x 30mm no 8 stainless steel tapping screws.</p> <p>Steel frames</p> <p>Stackable. Round tubing (19mm diameter with 1.6mm wall thickness) with rounded ends on top.</p> <p>The frame must be firm and able to withstand use in the relevant school environment. Nylon/polypropylene plugs properly glued to all leg ends. Colour of frame: grey/black epoxy powder coating min 16 micron. Welding: all joints must be fully butt welded. All exposed metalwork must be free of burrs.</p> <p>Must comply with South African National Standard SANS 660:2013</p>	
	<p>STACKABLE FOUNDATION PHASE TABLES (Steel frame with Medium-density fibreboard (MDF) table top)</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <p>Length:990mm – 1 000mm Width:450mm – 460mm Height:575mm - 585mm</p> <p>Materials/ Table Top</p> <p>Medium-density fibreboard (MDF), varnished wood 1000 x 450 x 22mm thick. No zip stitching or glue on the table top. Finish must be two coats of synthetic resin lacquer varnish. All edges must be rounded.</p> <p>Steel frames</p> <p>Stackable. Round tubing (25mm diameter with 1.6mm wall thickness) with rounded ends on top. Firm frame with extra support between side legs. Nylon/polypropylene plugs properly glued to leg ends. 8 stainless steel tamper proof 35mm x 4mm screws. Colour of frame: grey/black epoxy powder coating min 16 micron. Welding: Joint fully butt welded. Exposed metalwork free of burrs.</p>	





		<p>Must comply with South African National Standard SANS 660:2013</p>	
<p>INTERMEDIATE PHASE Grades 4 - 5</p>	<p>STACKABLE SENIOR PRIMARY CHAIR</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <p>Height: 670mm - 680mm Seat Height: 400mm – 410mm Width: 440mm – 450mm Depth:350mm – 360mm</p> <p>Materials/ Seat and Back:</p> <p>Injection moulded virgin polypropylene copolymer seats. Colour: green, blue, grey or black. Seat mounting: 4 x 30mm, no 12 stainless steel tapping screws.</p> <p>Frame:</p> <p>Stackable. Round tubing (19mm diameter with 1.6mm wall thickness) with rounded ends on top. The frame must be firm and able to withstand use in the relevant school environment. Nylon/polypropylene plugs properly glued to leg ends. Colour of frame: grey/black epoxy powder coating min 16 micron. Welding: all joints must be fully butt welded. All exposed metalwork must be free of burrs.</p> <p>Must comply with South African National Standard SANS 660:2013</p>	
	<p>Stackable SENIOR PRIMARY TABLES (Steel frame with Medium-density fibreboard (MDF) table top)</p>	<p>Dimensions(minimum and maximum limits must not be exceeded)</p> <p>Height including table top 650mm-660mm Table top: 1000mm – 1010mm wide X 450mm – 460mm deep X 22 mm thick</p> <p>Materials/Table Top</p> <p>Medium-density fibreboard (MDF) 22mm thick. Finish must be two coats of synthetic resin lacquer varnish. All edges must be rounded. Pencil groove 16mm wide x 3mm deep to run 30mm from edge along width of table.</p> <p>Frame:</p> <p>Stackable. Round tubing (25mm diameter with 1.6mm wall thickness) with rounded ends on top. The frame must be firm and able to withstand use in the relevant school environment. Nylon/polypropylene plugs properly glued to all leg ends. Frame fitted to top with 12 tapping tamper proof 40mm no. 12 screws.</p>	



		<p>Colour of frame light grey epoxy powder coating min 16 micron. Welding: All joints fully butt welded. Exposed metalwork free of burrs. Firm frame with extra support between side legs.</p> <p>Must comply with South African National Standard SANS 660:2013</p>	
Grade 4-6	DOUBLE COMBINATION DESK (PRIMARY)	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> ▪ Size: 1065mm – 1070mm x 400mm - 410mm x 650mm- 670mm ▪ Top: 1065mm – 1070mm x 400mm – 410mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered. ▪ Seat: 1065mm - 1070mm x 225mm – 230mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered.. ▪ Back: 1065mm – 1070mm x 200mm – 210mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered. ▪ Facia: 1065mm -1070mm x 250mm - 260mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered. <p>Frame:</p> <ul style="list-style-type: none"> ▪ 32mm x 1.6mm tubing steel frame with 19mm x 1.2mm seat support and stay ▪ Backed light grey epoxy powder coating finish. ▪ 30mm x 30mm x 3mm angle iron brace under seat. ▪ All timber components connected to steel frame with approved M8 bolts and nylock nuts. ▪ Durable plugs fitted tightly to all open ends. ▪ Pencil groove 16mm x 3mm. <p>Must comply with South African National Standard SANS 660:2013</p>	
Grade 7-12	DOUBLE COMBINATION DESK (SECONDARY)	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> ▪ Size: 1200mm -1210mm x 400mm - 410mm x 750mm- 760mm ▪ Top: 1200mm -1210mm x 400mm - 410mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered ▪ Seat: 1200mm – 1210mm x 200mm -210mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered 	



		<ul style="list-style-type: none"> ▪ Back: 1200mm -1210mm x 200mm - 210mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered. ▪ Facia: 1200mm -1210mm x 250mm - 260mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered. <p>Frame:</p> <ul style="list-style-type: none"> ▪ 32mm x 1.6mm tubing steel frame with 19mm x 1.2mm seat support and stay ▪ Backed light grey epoxy powder coating finish. ▪ 30mm x 30mm x 3mm angle iron brace under seat. ▪ All timber components connected to steel frame with approved M8 bolts and nylock nuts. ▪ Durable plugs fitted tightly to all open ends. ▪ Pencil groove 16mm x 3mm. <p>Must comply with South African National Standard SANS 660:2013</p>	
<p>Senior & FET Phase: Grades 8 – 12</p>	<p>STACKABLE SECONDARY CHAIRS</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> ▪ Height 780mm – 790mm ▪ Width 440mm – 450mm ▪ Depth 405mm – 415mm ▪ Leg height (seat height) 450mm - 460mm <p>Materials/Seats</p> <ul style="list-style-type: none"> ▪ Injection moulded virgin polypropylene copolymer seats. ▪ Colour: green, blue, grey or black. ▪ Seat mounting: 4 x 30mm no 12 tapping screws. <p>Steel Frame</p> <ul style="list-style-type: none"> ▪ Stackable. ▪ Round tubing (19,05mm diameter with 1.6mm wall thickness) with rounded ends on top. ▪ Nylon/polypropylene plugs properly glued to all open ends. ▪ Colour of frame: grey/black epoxy powder coating min 50 micron. ▪ Welding: all joints must be fully butt welded. ▪ All exposed metal works must be free of burrs. <p>Must comply with South African National Standard SANS 660:2013</p>	
	<p>STACKABLE SECONDARY TABLE (Single)</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> ▪ Height including table top: 725mm - 735mm 	



- Table Top: 550mm - 560mm wide x 450mm - 460mm deep x 22mm thick

Materials/Table Top:

- Medium-density fibreboard (MDF) 22mm thick.
- Finish must be two coats of synthetic resin lacquer varnish
- No sanding marks.
- All edges must be rounded.
- Pencil groove 16mm wide x 3mm deep to run 30mm from edge along width of table.

Frame:

- Stackable.
- Round tubing (25.4mm diameter with 1.6mm wall thickness) with rounded ends on top and corners.
- Firm frame.
- Nylon/polypropylene plugs properly glued to all open ends.
- Tamper proof screws.
- Colour of frame light grey/black epoxy powder coating min 50 micron.
- Welding: Joints fully butt welded.
- Exposed metalwork free of burrs.

Must comply with South African National Standard SANS 660:2013



SINGLE COMBINATION SCHOOL DESK (SECONDARY)

Dimensions: (minimum and maximum limits must not be exceeded)



- Size: 600mm -610mm x 400mm - 410mm x 750mm- 760mm
- Top: 600mm -610mm x 400mm - 410mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered.
- Seat: 600mm - 610mm x 225mm - 230mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered
- Back: 600mm -610mm x 200mm - 210mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered.
- Facia: 600mm -610mm x 250mm - 260mm x 22mm, Medium-density fibreboard (MDF) two coats of varnish lacquered

Material:



- Table top, front and back slat made from 18mm- and seat Medium-density fibreboard (MDF) varnish lacquered.
- All timber varnished with acid








		<p>catalsed lacquer.</p> <p>Frame:</p> <ul style="list-style-type: none">▪ 32mm x 1.6mm tubing steel frame with 19.05 x 1.6mm seat support and stay.▪ Backed light grey/black epoxy powder coating finish.▪ All timber components connected to steel frame with approved M8 bolts and nylock nuts.▪ Durable plus fitted tightly to all open ends.▪ Pencil groove 16 x 3mm. <p>Must comply with South African National Standard SANS 660:2013</p>	
School Hall	HALL CHAIRS	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Width of chair 440mm - 450mm.▪ Front to back 480mm - 490mm.▪ Height to top of back rest 830mm - 840mm▪ Height to top of seat 440mm - 450mm. <p>Material:</p> <ul style="list-style-type: none">▪ Fully moulded.▪ Colours: black, blue, green▪ Weight: 3.04 – 3.06 kg.▪ Raw material: Virgin Polymer Polypropylene <p>Must comply with South African National Standard SANS 660:2013</p>	
Classroom	Classroom bookshelves	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Length: 1515 - 1520mm▪ Width: 910 - 915mm▪ Bookshelves: 295- 300mm <p>Material and Construction:</p> <ul style="list-style-type: none">▪ Carcass (top, bottom, sides, loose shelves and kick plate) manufactured from 21mm solid hardwood (eucalyptus grandis) & plywood.▪ Back (recessed and stapled) manufactured from 3mm matching plywood.▪ Loose shelves (x3).▪ Raised bookcase strip (recessed in sides).▪ Bookcase clips (for 4) to support the loose shelves.▪ All timber components to be varnished with lacquer.	





		Must comply with South African National Standard SANS 660:2013	
TRAPEZIUM TABLES	TRAPEZIUM TABLE (Primary)	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Height including table top: 675mm - 685mm▪ Table top: 990mm - 1000mm wide x 590mm - 600mm x 21mm thick <p>Table top:</p> <ul style="list-style-type: none">▪ Medium-density fibreboard (MDF) wood.▪ Finish must be two coats of lacquer-varnish with no visible sanding marks.▪ All edges must be rounded. <p>Frame:</p> <ul style="list-style-type: none">▪ Steel square tubing frame (25.4mm diameter with 1.6mm wall thickness).▪ Welding: All joints must be free of burrs.▪ Nylon/polypropylene plugs properly glued to all leg ends.▪ Frame fitted to top with 6 tapping tamper proof screws.▪ Size of screws: 40mm no 8.▪ Colour of frame: light grey/black epoxy powder coating, at least 50 micron. <p>Must comply with South African National Standard SANS 660:2013</p>	
	TRAPEZIUM TABLE (Secondary)	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Height including table top: 730mm - 740mm▪ Table top: 990mm - 1000mm wide x 590mm - 600mm x 21mm thick <p>Table top:</p> <ul style="list-style-type: none">▪ Medium-density fibreboard (MDF) wood.▪ Finish must be two coats of lacquer-varnish with no visible sanding marks.▪ All edges must be rounded. <p>Frame:</p> <ul style="list-style-type: none">▪ Steel square tubing frame (25.4mm diameter with 1.6mm wall thickness).▪ Welding: All joints must be free of burrs.▪ Nylon/polypropylene plugs properly glued to all leg ends.▪ Frame fitted to top with 6 tapping tamper proof screws.	




		<ul style="list-style-type: none"> Size of screws: 40mm no 8. Colour of frame: light grey/black epoxy powder coating, at least 50 micron. <p>Must comply with South African National Standard SANS 660:2013</p>	
Laboratory	LABORATORY STOOLS (Small)	<p>Dimensions:</p> <ul style="list-style-type: none"> Height 460mm - 470mm Width 350mm – 360mm <p>Seat:</p> <ul style="list-style-type: none"> Seat 300 -305mm in diameter, injection moulded virgin polypropylene copolymer. 25mm round tubing frame with baked light grey epoxy/polyester powder coating finish. Foot rail 10mm mild steel rod. Durable plugs to all leg ends. Seat to be secured to steel frame with 4.8 x 12mm standard pop rivets. Colour: beige <p>Must comply with South African National Standard SANS 660:2013</p>	
	Laboratory stool (Large)	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> Height 690mm - 700mm Width: 420mm - 430mm at bottom of legs <p>Seat:</p> <ul style="list-style-type: none"> Seat 300 - 305mm in diameter, injection moulded virgin polypropylene copolymer. 25mm round tubing frame with baked light grey epoxy/polyester powder coating finish. Foot rail 10mm mild steel rod. Durable plugs to all leg ends. Seat to be secured to steel frame with 4.8 x 12mm standard pop rivets. Colour: beige <p>Must comply with South African National Standard SANS 660:2013</p>	
	LABORATORY TABLE,	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> Depth: 590mm – 600mm Length: 1100mm - 1150mm Height: 840mm - 850mm <p>Materials:</p> <ul style="list-style-type: none"> Legs to be made from laminated Saligna (Eucalyptus Grandis) 	



		<p>hardwood 45 x 45mm.</p> <ul style="list-style-type: none"> All frame joints must be MORTISE & TENON joints or acceptable butt joints secured with 6mm dowels <p>Top finish:</p> <ul style="list-style-type: none"> High pressure decorative laminated top 16mm substrate with 10mm Saligna (Eucalyptus Grandis) edge all round. <p>Shelf:</p> <ul style="list-style-type: none"> Veneer shelf 16mm substrate veneer edge all round fitted 100mm below table top. Finish must be smooth with two coats of synthetic resin lacquer-varnish. <p>Must comply with South African National Standard SANS 660:2013</p>	
<p>LIBRARY</p>	<p>LIBRARY TABLES – PRIMARY SCHOOL (ROUND TABLE – SEATING SIX (6) LEARNERS)</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <p>Height 670mm – 680mm Diameter: 1200mm</p> <p>Material and Construction</p> <p>Pinewood timber top All desk top edges to be half rounded Legs to be made from pine wood 70mm x 70 mm Frame made from pinewood and all frame joints must be MORTISE & TENON joints or acceptable butt secured with 6mm dowels. Finish must be two coats of synthetic resin lacquer-varnish No sanding marks</p> <p>Must comply with South African National Standard SANS 660:2013</p>	
	<p>LIBRARY TABLES – SECONDARY SCHOOL (ROUND TABLE - SEATING SIX (6) LEARNERS)</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <p>Height 740mm –750mm Diameter 1200mm</p> <p>Material and Construction</p> <p>Pinewood timber top All desk top edges to be half rounded Legs to be made from pine wood 70mm x 70 mm Frame made from pine wood and all frame joints must be MORTISE & TENON joints or acceptable butt secured with 6mm dowels. Finish must be two coats of synthetic resin lacquer-varnish No sanding marks</p>	



<p>PRINCIPAL</p>	<p>PRINCIPAL DESKS WITH 6 DRAWERS</p>	<p>Must comply with South African National Standard SANS 660:2013</p> <p>Supply and Deliver, according to the following dimensions, to schools.</p> <p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Height: 755mm - 760mm▪ Width: 1495mm - 1500mm▪ Depth: 895mm - 900mm <p>Material and Construction:</p> <ul style="list-style-type: none">▪ Saligna (Eucalyptus Grandis) laminated wood top with matching 6mm plywood front and side panels.▪ All table top edges to be half rounded.▪ Legs to be made from laminated Saligna (Eucalyptus Grandis) wood 45 x 45mm.▪ All frame joints must be MORTISE & TENON joints secured with 6mm dowels.▪ Solid timber drawers with dovetail joint and 3mm hardwood bottoms.▪ The top drawers to be lockable with 2 lever locks.▪ All keyhole covers and drawer handles must be of an electro plated copper finish.▪ Finish must be two coats of lacquer-varnish with no visible sanding marks.	
	<p>HIGH BACK OFFICE CHAIRS</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">▪ Height to top backrest when fully adjusted 1115mm - 1120mm▪ Seat width: 445mm - 450mm▪ Seat depth: 630mm - 635mm <p>Seat and back:</p> <ul style="list-style-type: none">▪ Laminated moulded plywood seat and back shell.▪ T-nut construction throughout for maximum strength▪ High density seat and back to be covered with "super-weave" material or similar with bumper edging to seat and back.▪ Seat and back material must be available in black, burgundy and blue.▪ <p>Chair Construction</p> <ul style="list-style-type: none">▪ Arms to be metal covered fully moulded polyurethane, fixed with plate to seat bottom.▪ Swivel only, under seat mechanisms.▪ Steel or polyurethane 5-star base with double actions casters.	



- Height adjustment by means of spindle and covered by bellows.
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- Must comply with South African National Standard SANS 1528-1:2013).

Principal Cupboard

Dimensions: (minimum and maximum limits must not be exceeded)

- Height: 965 - 970mm
- Width: 1210 - 1215mm
- Depth: 525 - 530mm

Dimensions Top Piece:

- Height: 915 - 920mm
- Width : 1210 - 1215mm
- Depth: 430 - 435mm

Material and Construction:

- Saligna (Eucalyptus Grandis) laminated wood 21mm thick (frame/structure).
- Door panels must be 6mm matching hardwood plywood.
- All door joints must be acceptable butt or F-profiled, and shall be so assembled that warping or distortion is obviated.
- Back must be covered with 3mm hardboard.
- Loose adjustable shelve in base.
- Doors to be fitted with machined wooden handles, 2 lever locks and copper keyhole covers.
- Top piece must be held in place on the bottom piece with 8mm dowels.
- Finish must be smooth with two coats of lacquer-varnish with no visible sanding marks.



SECRETARY

TYPIST CHAIR

Dimensions: (minimum and maximum limits must not be exceeded)

- Height to top of backrest when fully adjusted 825mm - 830mm
- Base width: 420mm - 430mm
- Seat width: 390mm - 400mm
- Seat depth: 390mm - 400mm
- Backrest width: 370mm - 380mm
- Backrest height: 250m – 260mm

Seat and Back:

- Laminated moulding plywood seat and back shells.
- T-nut construction throughout for maximum strength.
- High density seat to be covered with approved foam and material with bumper edging to seat and back.
- Seat and back material must be





availed in black & blue

Chair Construction:

- Swivel only, under seat mechanisms.
- Steel or polypropylene/nylon 5-star base with double acting casters.
- Height adjustment by means of spindle and covered by bellows.
- Back rest to be height, backward and forward adjustable.
- Welding: double butted.

TYPIST DESK (WITH 2 DRAWERS),

Dimensions: (minimum and maximum limits must not be exceeded)

- Height: 755mm - 760mm
- Width: 1210mm - 1220mm
- Depth: 595mm - 600mm

Material and Construction:

- Saligna (Eucalyptus Grandis) laminated wood timber top.
- All desk top edges to be half rounded.
- Legs to be made from laminated Saligna (Eucalyptus Grandis) wood 70 x 70mm.
- All frame joints must be MORTISE & TENON joints or acceptable butt secured with 6mm dowels.
- Solid timber drawers with dovetail joints and 3mm hardboard bottoms.
- The top drawer to be lockable with 2 lever lock.
- All keyhole covers and drawer handles must be of an electro plated copper finish.
- Finish must be two coats of synthetic resin lacquer-varnish with no sanding marks



Teachers

TEACHER CHAIR

Dimensions: (minimum and maximum limits must not be exceeded)

- Total height: 880mm - 890mm
- Front width: 440mm - 450mm
- Back width: 380mm - 390mm
- Depth: 430mm - 440mm
- Leg height: 430mm - 440mm

Seat:



- Vinyl upholstered seat.

Frame:



- Made from Saligna (Eucalyptus Grandis) wood.
- All frame joints must be MORTISE & TENON joints or acceptable butt secured with 6mm dowels.
- Corners must be strengthened with






		<ul style="list-style-type: none">bolts and steel wire.Finish must be two coats of lacquer-varnish with no visible sanding marks.	
	TEACHERS DESK	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">Height: 750mm - 760mmWidth: 1490mm - 1500mmDepth: 890mm - 900mm <p>Material and Construction:</p> <ul style="list-style-type: none">Saligna (Eucalyptus Grandis) laminated wood topAll table top edges to be half rounded.Legs to be made from laminated Saligna (Eucalyptus Grandis) wood 70 x 70mmAll frame joints must be MORTISE & TENON joints or acceptable butt secured with 6mm dowels.Solid timber drawers with dovetail joints and 3mm hardboard bottoms.Both drawers to be lockable with two lever lock.All keyhole covers and drawer handles must be of an electro plated copper finish.Finish must be two coats of lacquer varnish with no visible sanding marks.	
	TEACHERS CUPBOARD	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">Height: 1330mm - 1340mmWidth: 910mm - 920mmDepth: 440mm - 450mm <p>Material and Construction:</p> <ul style="list-style-type: none">Cupboard to be divided in 4 equal areas with each area covered by a separate door.Side panels and doors to be made of 21mm Saligna (Eucalyptus Grandis) wood.Back to be covered with 3mm hardboard.Foot piece and top from solid 21mm thick Saligna (Eucalyptus Grandis) wood.Foot piece to be 70mm high.	
ADMINISTRATI ON	VISITOR CHAIRS	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none">Height to top of backrest when fully adjusted 825mm - 830mmBase width: 555mm - 560mmSeat width: 495mm - 500mm	



		<ul style="list-style-type: none"> ▪ Seat depth: 495mm - 500mm ▪ Backrest height: 255mm - 260mm ▪ Backrest width: 375mm - 380mm <p>Seat and Back:</p> <ul style="list-style-type: none"> ▪ High density foam plastic for seat and back. ▪ Upholstery: approved material. ▪ T-nut construction throughout for maximum strength. ▪ High density seat and back foam with waterfall front edge. ▪ Seat and back to be covered with approved material with bumper edging to seat and back. ▪ Seat and back material must be available in black, burgundy or blue. <p>Chair Construction:</p> <ul style="list-style-type: none"> ▪ Frame to be manufactured from 25mm square tubing with a 1.6mm wall thickness. ▪ Backrest must be at an angle of 112° to the seat. ▪ All joints must be fully welded. 	
	<p>STEEL FILING CABINETS</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> ▪ Height: 1290mm - 1300mm ▪ Length: 620mm - 630mm ▪ Width: 460mm - 470mm <p>Construction:</p> <ul style="list-style-type: none"> ▪ Central locking device- cylinder type ▪ Acceptable cradle for suspension of pocket-type holders ▪ Sheet metal construction (0.6 mm minimum) with baked epoxy/polyester powder coating finish min 50 micron ▪ Durable handles fitted. ▪ With 4 drawers 	
	<p>STEEL CUPBOARDS</p>	<p>Dimensions: (minimum and maximum limits must not be exceeded)</p> <ul style="list-style-type: none"> ▪ Height: 1790mm - 1800mm ▪ Length: 890mm - 900mm ▪ Width: 460mm - 470mm <p>Construction:</p> <ul style="list-style-type: none"> ▪ Central locking device - cylinder type ▪ Sheet metal construction (0.8mm minimum) with baked epoxy/polyester powder coating finish min 50 micron ▪ Durable handles fitted. ▪ With 4 adjustable shelves. 	



			 An open wooden cabinet with two doors. Inside, there are two shelves. The top shelf holds several white binders with black spines. The bottom shelf holds a few yellow folders.
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Wes-Kaap Onderwysdepartement
Western Cape Education Department
ISebe leMfundo leNtshona Koloni

REKWISISIE VIR MEUBELS/REQUISITION FOR FURNITURE

2020/21 FINANSIËLE JAAR/FINANCIAL YEAR

Voltooi in TWEEVOUD: Behou een afskrif en stuur die oorspronklike aan die distrikskantoor/
Complete in *DUPLICATE*: Retain one copy and send the original to the district office

NAAM VAN SKOOL/
NAME OF SCHOOL:

EMIS NR/ :
CEMIS NO.:

STRAATADRES/
STREET ADDRESS:
.....
.....

SKOOL SE STEMPEL
SCHOOL STAMP

DISTRIKSKANTOOR/DISTRICT OFFICE:

KRING/CIRCUIT:

Hierdie rekwisisie is slegs vir die bestel van meubels.
This requisition is for the ordering of furniture only.

ITEM NR.	ITEMS	EEN-HEDE/ UNITS
1	FOUNDATION PHASE CHAIR (PLASTIC)	
2	FOUNDATION PHASE TABLE (PLASTIC)	
3	STACKABLE FOUNDATION PHASE CHAIR (STEEL FRAME & PLASTIC SEAT)	
4	STACKABLE FOUNDATION PHASE TABLE (STEEL FRAME & WOOD TABLE TOP)	
5	STACKABLE SENIOR PRIMARY CHAIR (STEEL FRAME & PLASTIC SEAT)	
6	STACKABLE SENIOR PRIMARY TABLE (STEEL FRAME & WOOD TABLE TOP)	
7	DOUBLE COMBINATION DESK (Primary: Grades 4–6)	
8	DOUBLE COMBINATION DESK (Secondary: Grades 7–12)	
9	STACKABLE SECONDARY CHAIR (STEEL FRAME & PLASTIC SEAT)	
10	STACKABLE SECONDARY TABLE (STEEL FRAME & WOOD TABLE TOP)	
11	SINGLE COMBINATION DESK (Grade 7–12)	
12	HALL CHAIR PLASTIC FULLY MOULDED)	
13	CLASSROOM BOOK SHELVES	
14	TRAPEZUIM TABLE (PRIMARY)	

15	TRAPEZUIM TABLE (SECONDARY)	
16	LABORATORY STOOL (SMALL)	
17	LABORATORY STOOL (LARGE)	
18	LABORATORY TABLE	
19	LIBRARY ROUND TABLE (Seat 6) – PRIMARY	
20	LIBRARY ROUND TABLE (Seat 6) – SECONDARY	
21	PRINCIPAL DESK WITH SIX DRAWERS	
22	HIGH BACK OFFICE CHAIR (PRINCIPAL)	
23	PRINCIPAL CUPBOARD	
24	TYPIST CHAIR	
25	TYPIST DESK (2 DRAWERS)	
26	TEACHER CHAIR (WOOD CHAIR + VINYL UPHOLSTERED SEAT)	
27	TEACHER DESK	
28	TEACHER CUPBOARD	
29	VISITOR CHAIR	
30	STEEL FILING CABINET	
31	STEEL CUPBOARD (PRIMARY: 6 per school) (SECONDARY: 10 per school)	

NOTICE: IN CASE OF A BURGLARY, THEFT, VANDALISM, STORM DAMAGE OR FIRE A POLICE REPORT MUST BE ATTACHED TO ASSIST YOUR REQUISITION.

KENNISGEWING: IN GEVAL VAN INBRAAK, DIEFSTAL, STORMSKADE OF 'N BRAND MOET 'N POLISIEVERSLAG DIE AANSOEK VERGESEL.

.....
**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**

.....
**KRINGBESTUURDER/
CIRCUIT MANAGER**

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

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

WKOD – 026 B

WCED – 026 B

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

NO.

REKWISISIE VIR TOERUSTING/REQUISITION FOR EQUIPMENT

2020/21 FINANSIËLE JAAR/FINANCIAL YEAR

*Voltooi in TWEEVOLD: Behou een afskrif en stuur oorspronklike aan bestelkantoor/
Complete in DUPLICATE: Retain one copy and send the original to the district office*

NAAM VAN SKOOL/
NAME OF SCHOOL:

EMIS NR/
CEMIS NO.:

STRAATADRES/
STREET ADDRESS:
.....
.....



DISTRIKSKANTOOR/DISTRICT OFFICE:
KRING/CIRCUIT

Hierdie rekwisisie is alleenlik vir TOERUSTING.
This requisition is for ordering of EQUIPMENT only.

BRIEF DESCRIPTION OF ITEM	EENHEDE/ UNITS
PHOTOCOPIER/FOTOSTAATMASJEN	
RISOGRAPH/ AFROLMASJEN	
POLISHER-SCRUB MACHINE/ POLEEDER – SKROPMASJEN	

NOTICE: IN THE CASE OF A BROKEN OR THE REPLACEMENT OF A PHOTOCOPIER OR RISOGRAPH A TECHNICAL REPORT MUST BE ATTACHED TO YOUR REQUEST.

KENNISGEWING: IN DIE GEVAL VAN 'N VERVANGING VAN GEBREEKDE OF ONBRUIKBARE FOTOSTAAT OF AFROLMASJEN, MOET 'N TEGNIESE VERSLAG DIE AANSOEK VERGESEL.

NOTICE: IN CASE OF A BURGLARY, THEFT, VANDALISM, STORM DAMAGE OR FIRE A POLICE REPORT MUST BE ATTACHED TO ASSIST YOUR REQUISITION.

KENNISGEWING: INGEVAL VAN INBRAAK, DIEFSTAL, STORMSKADE OF BRAND, MOET DIE AANSOEK DEUR 'N POLISIEVERSLAG VERGESEL WORD.

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

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

.....
DATUM/
DATE

.....
VOORSITTER VAN SUBKOMITEE
CHAIRPERSON OF SUBCOMMITTEE

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NAAM IN DRUKSKRIF
NAME IN PRINT

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DATUM/
DATE

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CIRCUIT MANAGER/
KRINGBESTUURDER

.....
NAAM IN DRUKSKRIF
NAME IN PRINT

.....
DATUM/
DATE