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Enquiries: B le Keur

Circular: 0027/2021
Expiry date: 30 April 2024

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

Short summary: *Provision of cleaning material, gardening and electrical equipment catalogue for the ordering of cleaning material, gardening and electrical equipment.*

Subject: Contract for the supply and delivery of cleaning material, gardening and electrical equipment (BWCED 2876/20), for the period 14 May 2021 to 30 April 2024

1. Please note that this circular only pertains to the supply and delivery of cleaning material, gardening and electrical equipment.
2. This circular serves to inform you that the contracts for the supply and delivery of stationery, cleaning materials, gardening and electrical supplies, held by the Western Cape Education Department (WCED) (issued under circular 0031/2017, dated 20 September 2017), expired on 30 September 2020. Subsequently, the WCED has concluded a new three-year cleaning material, gardening and electrical equipment contract (BWCED 2876/20) with Masiqhame Trading 1057 CC for the period 14 May 2021 to 30 April 2024. This contract will be utilised by all public schools, education district offices and the Head Office of the WCED.
3. It is important to note that orders for cleaning material, gardening and electrical equipment will only be placed with the approved supplier for the said period:

Masiqhame Trading 1057 CC
4 Postern Way
EDGEMEAD
Western Cape
7441

Telephone number: 021 558 9947
Email: masiqhametrading@lantic.net
Contact person: Mr G Daniels

4. Non-section 21 schools and offices of the department are required to use the attached catalogue in terms of the applicable year to order their requirements. Non-section 21 schools were informed in a separate communication of the process, in terms of year 1, to be followed in this regard.
5. It is important to note that in terms of the contract, schools are only allowed to order items from the attached catalogue applicable to their district. Section 21 schools may use the catalogue to procure and make payment directly to the supplier when they require any items.
6. Non-section 21 schools should note that where the cleaning material, gardening and electrical equipment contract does not provide for items they require, requests must be submitted to the Learning and Teaching Support Material (LTSM) ordering office using the WCED 026 requisition form. Such items will then be advertised in the open market and the procurement will be undertaken via Supply Chain Management processes.
7. Non-section 21 schools should address their requisitions to the LTSM office for the attention of Mr Bernard Stoffels (Bernard.Stoffels@westerncape.gov.za or 021 467 2345) at the following address:

Western Cape Education Department
LTSM Office (10th Floor)
1 North Wharf Square
2 Lower Loop Street
Foreshore
CAPE TOWN
8001
8. It is very important for schools to plan carefully in determining how their Norms and Standards funds are managed to ensure the availability of enough funds for all learner requirements.
9. Kindly bring the contents of this circular to the attention of all relevant officials.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2021-06-01