ISIHLOMELO A

IINKQUBO ZOKUTHENGWA KWEEMPAHLA NOKUFUNYANWA KWEENKONZO

1. **Ngaba ezi nkqubo zisebenza kweziphi izikolo?**

Kuzo zonke izikolo ezingekho phantsi kwesiqendu 21.

2. **Yeyiphi i-ofisi ekufuneka udlule kuyo ekwenzeni lo msebenzi?**

Zonke izikolo ezingekho phantsi kwesiqendu 21 mazi-odole ngokudlula kuqala apha:
LTSM Order office (10th Floor)
1 North Wharf Square 2 Lower Loop Street
Foreshore
Cape Town
8001

Inombolo yefoni: 021 833 8487 I-imeyili: Louis.Witbooi@westerncape.gov.za

Emva koku, le ofisi iya kubizwa ngokuba yi-ofisi yee-odolo (*order office*).

3. **Yintoni omawuyenze?**

3.1 Yahlula-hlula isabelo-mali sakho sibe ngamahlelo afunekayo, njengoko kuchaziwe kumhlathi 3.1 wesetyhula, ngokuzalisa kwikhompyutha inguqulelo yefom ***WCED 032***,*)*, **ungadlulanga owe-19 Apreli 2024.**

3.2 **Yenza irikhwizishini yezibonelelo ezincedisa ukufunda nokufundisa (*LTSM*)** ngokufikelela kwisistim yoku-odola ngekhompyutha *(online ordering system*) eya kwenziwa ifumaneke kangangethuba eliqingqiweyo kwi*CEMIS*. Izikolo ziya kwaziswa ngethuba elifanelekileyo ngeesetyhula/ngeengcaciso ezimfutshane zamathuba achaphazelekayo ukufikelela kwisistim. Ngaphandle kokufaka i-odolo ngekhompyutha, izikolo zinokucelwa, ukuba, zingenise iifom ***WCED 034*** (ezisayiniweyo zaza zafakwa istampu sesikolo) kwi-ofisi yee-odolo ukwenzela ukuthengela ukuqala konyaka wokufunda u-2025. Ukuba isikolo sakho asisisebenzisanga isibonelelo sebhajethi yaso ekuthengeni i-*LTSM*, makungeniswe ingxelo yokuba akukho mali isetyenzisiweyo (*nil return*). Ukuba isikolo sisebenzise ngaphantsi kwesixa-mali esimiselweyo ekuthengeni i-LTSM, ikopi yesigqibo sebhunga lolawulo kunye neleta yomphathi wesekethe enika izizathu ezixhasayo mayihambe kunye nefom *WCED 032.*

3.3 **Yenza irikhwizishini yokuthenga izinto kulo ndawo sikuyo isikolo (*local purchases*)** ngokufikelela kwisistim yoku-odola ngekhompyutha (*online ordering system*) eya kwenziwa ifumaneke kangangethuba eliqingqiweyo

kwiCEMIS. Izikolo ziya kwaziswa ngethuba elifanelekileyo ngeesetyhula/ ngeengcaciso ezimfutshane zamathuba achaphazelekayo ukufikelela kwisistim. Kuphela zii-ayithem ezikwiikhathalogu eziya kufumaneka ukuze zi-odolwe ngekhompyutha. Apho zingafumanekiyo ii-ayithem kwikhompyutha, umzekelo, iphepha lokufotokopa neekhatriji zeprinta, ziyacelwa izikolo zingenise ifom ***WCED 026*** yentsusa (esayiniweyo yaza yafakwa istampu sesikolo) **kwi-ofisi yee-odolo.**

Izikolo maziqinisekise ukuba i-ayithem nganye efunwayo kwifom *WCED 026* icaciswe gca, oko kuthi, inkcazo yee-ayithem mayibandakanye imilinganiselo kanye yazo efana noku-(ubukhulu, umz. umphakamo, ububanzi, ubude); zingaphi *(quantity*) (umz. inani lee-ayithem kwibhokisi nganye) njl.-njl. Ngokomgaqo-nkqubo weSebe leMfundo leNtshona Koloni wokuthengwa kweempahla neenkonzo isebe alinako ukwenza isaziso sentengiso libalule uhlobo oluthile lwesiveliso (*specific brand*) ngaphandle kokuba olo hlobo luthile lwesiveliso *(brand)* lufunelwa ukuzalisekisa iimfuno zewaranti zee-ayithem zezixhobo zomsebenzi. Kuzo zonke ezinye iimeko iSebe i*WCED* liya kuzama ukuthenga ii-ayithem ezilingana nomgangatho *(quality*) njengoko kuceliwe zizikolo.

3.4 Malingaze ixabiso lee-ayithem ezikwiifom *WCED 034* no-*WCED 026* ligqithe kwisabelo-mali esingeniswe kwifom *WCED 032*. Ifom WCED 032 kufuneka ingeniswe kusetyenziswa i-CEMIS engadlulanga **uLwesihlanu we-19 Apreli 2024**.

3.5 Izikolo ezinefasilithi ze-*CEMIS* mazilandele le nkqubo ilapha ngezantsi:

- Fumana i-*WCED 032 kwi-CEMIS*.
- Zalisa le fom kwikhompyutha;
- Yiseyive uze uyithumele ifom ezalisiweyo
- . Yiprinte yaye uyifayilishe ikopi eprintiweyo ukwenzela iirekhodi zesikolo.
-

Zonke izikolo kusafuneka ukuba zithumele ifom WCED 032 **yentsusa (*original*),** esayiniweyo kwaNdlunkulu ngokunjalo. Inokuthunyelwa ngeposi apha:

Ikopi yefom *WCED 032* ezalisiweyo mayigcinwe sisikolo.

3.6 Xa kuvele iingxaki malunga nokusiwa kwee-odolo ezivela phesheya kolwandle, abathengisi mabenze izicelo kwi-ofisi yee-odolo ukwenzelwa ukuba uvunywe umhla wokusiwa mva kwazo.

4. **Kuthetha ukuthini xa kuthethwa ngezibonelelo ezincedisa ukufunda nokufundisa (*LTSM)*?**

ISebe leMfundo esiSiseko (*Department Basic Education)* lizichaza izibonelelo ezincedisa ukufunda nokufundisa (LTSM) njengazo naziphi na izinto (*material)* ezixhasa nezenza kubelula ukufundisa nokufunda kanye eklasini okanye ekhaya (umsebenzi wesikolo wasekhaya), ezibandakanya ezi zinto zilandelayo:

- Iincwadi zezifundo (*textbooks*), iincwadi zokufunda (*readers*), iincwadi zokukhangela izinto-yinto (*reference books*), iincwadi ezimiselweyo (*prescribed books*), ii-atlasi nezichazi-magama;
- Iincwadi zokwenza imisebenzi (*workbooks*);
- Iiphowusta, iimephu neetshathi zodonga;
- Iimidlalo efundisa okuthile ii-*Educational board games;*
- Izinto zokufunda zaselayibrari (ezingamabali angeyonyaniso (*fiction*) nezingamabali asusela kwizinto zokwenene (*non-fiction*), iincwadi zokukhangela izinto-yinto, ividiyo eseyirekhodiweyo nee-odiyokhasethi *(audiocassettes*), ii-*CD*, ii-*CD-ROM*, ii-*multimedia* njl. njl.);
- I-*software* yekhompyutha nokulayisenswa kwayo;
- neZibonelelo ezisetyenziswa ngootitshala, ngabafundi, ezeeklasi neelayibrari.

Zonke izikolo kufuneka zisebenzise ubuncinane i-25% yesabelo-mali sazo se-N&S kwizibonelelo zeLTSM, ukuze i-10% yayo ibe ziincwadi nezibonelelo zaselayibrari. Ukuba kuye kwasetyenziswa ngaphantsi koku, inqununu, usihlalo webhunga lolawulo nomphathi wesekethe, mabangqine kwifom WCED 032 ukuba ngamnye umfundi uya kuba nazo izibonelelo zeLTSM ezaneleyo, ezifanelekileyo (kubandakanywa incwadi yesifundo kwinkalo yesifundo nganye okanye kwisifundo ngasinye, kuze kwimeko yeencwadi nezibonelelo zaselayibrari, inani elipheleleyo leencwadi nezibonelelo zaselayibrari ekulelona nani lisezantsi lee-ayithem ezili-10 ngomfundi ngamnye, ngokomgangatho wamazwe ngamazwe), yaye banike izizathu ezivakalayo zokuxhasa oko kwikholam efanelekileyo. Ngokomgaqo-nkqubo weSebe iWCED, makungenziwa iikopi zeencwadi zezifundo (*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)).

Izinto ezithengwa kulo ndawo isikolo sikuyo ziquka izinto zokubhala, ezokucoca nezokusebenza egadini neezinto zombane

5. **Lenza ntoni iSebe i*WCED* lakuba nje lizifumene iifom?**

Ifom *WCED 032*, iya kutshekishwa ukujonga ukuba ngaba ukwahlula-hlulwa kwesabelo-mali kuyinto enokwenzeka ngenene na (*realistic*) ngelo thuba lichaphazelekayo. Kuya kujongwa ngakumbi ukuba ngaba kwabiwe imali eyaneleyo yeenkonzo zikamasipala. Ukuba kuthe kanti kwabiwe imali enganelanga, ukwahlula-hlulwa kwemali kuya kulungiswa apha naphaya

ngokubhungisana nesikolo. Ukuthintela ukulibaziseka kwenkqubo, ifom *WCED 032* mayizaliswe ngenyameko enkulu.

6. **Izinto ezisiwa esikolweni zibekwa esweni njani?**

Izikolo ziyaxelelwa xa kunikwa i-odolo umthengisi, yaye zinikwe neenkcukacha zomhla olindelekileyo wokuziswa kwayo nokuba mayilandelelwe nini na i-odolo engekaziswa ngokuqhagamshelana ne-ofisi yee-odolo. Inqununu mayiqinisekise ukuba umthengisi okhethiweyo uzizisa izibonelelo zeLTSM ngelo thuba lokusiwa kwazo. Ukuba iincwadi zezifundo (*textbooks*) azifumanekanga ngalo mhla, inqununu mayazise i-ofisi yee-odolo ngaphandle kokulibazisa. Bayakhuthazwa abathengisi ukuba base iimpahla ze-odolo enye. Nakuba kunjalo apho kusiwa inxenye yeempahla, makukhutshwe i-*delivery note* ngokusiwa kweempahla okwenziweyo nekufuneka ingqinisiswe sisikolo.

Iinqununu okanye amagosa agunyaziswe ukuba amkele i-*LTSM* ezisiwe esikolweni, kufuneka angqine kwiphepha ngalinye le-*delivery note* okanye le-invoyisi ukuba ezo mpahla zizisiweyo zezichanekileyo. Uxwebhu olungqiniweyo malungeniswe kwi-ofisi yee-odolo zingadlulanga iintsuku ezintlanu zokuziswa kwazo okokugqibela (*final delivery*). Phambi kokuba zingqinwe ii-invoyisi njengezichanekileyo, ezo zinto ziziswayo mazitshekishwe ngokujonga izinto ezikumaxwebhu oku-odola avunyiweyo ukuqinisekisa ukuba kuphela ziimpahla ezazi-odoliwe eziziswayo. **Ii-invoyisi zazo naziphi na iimpahla eziziswayo mazingagcinwa esikolweni zilinde ukuba kude kuziswe yonke i-odolo, koko mazingeniswe ukulungiselela intlawulo.** Ukuba umthengisi akazizisanga zonke izibonelelo (*items*) ngexesha, inqununu mayicele i-ofisi yee-odolo ngeleta ebhaliweyo ukuba ihlabe (*cancel*) i-odolo yezibonelelo (*items*) ekusafuneka zizisiwe, ize yazise umthengisi kwangokunjalo.

Ifom i-*specimen signature form* mayingeniswe kwi-ofisi yee-odolo ukungqina amagama amagosa agunyaziswe ukuba amkele i-*LTSM* ezisiwe esikolweni egameni lesikolo ngonyaka-mali ochaphazekelayo. Kuphela zii-invoyisi ezigunyaziswe yinqununu okanye ngamagosa avunyiweyo eziya kusetyenziselwa ukwenza intlawulo (makufundwe umhlathi 8 apha ngezantsi).

7. **Kuthiwani ngokulondolozwa nokulungiswa kwezakhiwo nezixhobo zokusebenza?**

Inkcitho yokulondolozwa nokulungiswa (kunye nokugcinwa kweemvumelwano zolondolozo) kweefotokopiya, iirayisografu, oomatshini bokuchwetheza, oomatshini bokuthunga, oomatshini bokunika imilo kwiimveliso zomthi (*lathes*), ifanitshala yesikolo yabafundi nootitshala, njl. njl., mayibhajethelwe kwisabelo sonyaka kwifom *WCED 032* phantsi kwale ngongoma yebhajethi - *Maintenance and Repair of Buildings and Equipment*.

Isikolo siya kuba noxanduva lokuzihlawula ezi nkonzo kwaye masiqinisekise ukuba sifumana inzuzo ngemali efanelekileyo.

8. **Yenziwa njani intlawulo yeempahla ezizisiweyo?**

Igosa eligunyaziswe ukufumana i-*LTSM* esikolweni malingqine ii-invoyisi njengoko kumiselweyo kwiSetyhula 0144/1998 yomhla we-05 Novemba 1998. (efumaneka kwiziko lewebhu le-*WCED)*.

Izikolo maziqinisekise ukuba zithenga izitampu ezibonisa imibhalo evelisa la magama akwimizekelo elapha ngasezantsi.

GOODS	SERVICES
I hereby certify that: • 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. …………………………….. **SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF** …………………………….. **NAME IN PRINT** …………………………….. **DATE**	I hereby certify that: • 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. …………………………….. **SIGNATURE OF PRINCIPAL OR AUTHORISED MEMBER OF STAFF** …………………………….. **NAME IN PRINT** …………………………….. **DATE**

Ifom i-*specimen signature* form mayingeniswe kwi-ofisi yee-odolo ukungqina amagama amagosa agunyaziswe ukuba amkele i-*LTSM* eziswe esikolweni egameni lesikolo ngonyaka-mali ochaphazekelayo. Kuphela zii-invoyisi ezigunyaziswe yinqununu okanye ngamagosa avunyiweyo eziya kusetyenziselwa ukwenza intlawulo.

Ii-invoyisi/ii-*delivery notes* ezingqiniweyo, ezibonisa ezi zitampu zingasentla nesitampu sesikolo, mazingeniswe kwi-ofisi yee-odolo zingadlulanga iintsuku ezintlanu zokufika kwazo ukuze kube nokwenziwa intlawulo.

9. **Kwenzeka ntoni ukuba isikolo sigqithile kwisabelo-mali saso?**

Nangona iSebe i*WCED* lisilawula isabelo-mali, luxanduva lwesikolo ukuqinisekisa ukuba akugqithwa kwisixa esikhoyo.

ISIHLOMELO A1

Akukho mfuneko yokuba izikolo zizalise le fom (A1) ukuba iirikhwizishini zipapashwe kwi-Integrated Procurement System (IPS)

IGAMA LESIKOLO: ....

ISIBHENGEZO SOKWAZISA NGOKUGCINWA KWEEMFIHLO NOKUNGATHATHI CALA

1. Mna, ogama lisayinwe apha ngezantsi, ngokwenjenje ngokumalunga nerikhwizishini no:…………………………………………… ndivakalisa ukuba:

1.1 yonke ingcaciso, amaxwebhu nezigqibo ngokumalunga nawo nawuphi na umcimbi osingethwe yikomitana, ziyimfihlo kwaye ndiyavuma ukuba andiyi kwazisa nabani na ngayo nantoni na emalunga noku;

1.2 Ndiya kubaphatha bonke ababoneleli-nkonzo nabo balindeleke ukuba ngabo ngokufanayo nangobulungisa yaye andiyi kuthi ngenjongo ethile ndenzelelele okanye ndidlelele nabani na; yaye

1.3 Ndiya kuzixela iinkcukacha zayo nayiphi na inxaxheba yabucala okanye enxulumene neshishini mna, naliphi na igosa, isizalwane sam esisondeleyo kum, ihlakani okanye umntu endikunye naye kwishishinini esinokubanayo kuyo nantoni na ekulindeleke ithengwe okanye kwinkqubo yokuchithwa kweempahla, okanye kulo naluphi uxwebhu lwemvume (*award*) okanye imvumelwano, nokuba ndiya kurhoxa ngoko nangoko kuko nakuphi na ukuthatha inxaxheba okululo naluphi na uhlobo ngokwalo meko kuyiyo.

2. Ukwenzela ukukucacisa ngokuyimpumelelo oku kulapha ngasentla, makuzaliswe le khweshine ilandelayo ize ingeniswe lilungu lekomiti ngokumalunga nale kowuteshini:

2.1 *Ingaba wena okanye omnye umntu othatha inxaxheba kuxatyiso kunye/okanye ekusingathweni kuze kwenziwe isigqibo ngale kowuteshini, unxulumene nomntu okhuphisana ngamaxabiso (bidder) ngokuzalana nokunjani na (olusapho,umhlobo, nokwenye indlela)?* **EWE/ HAYI**

2.2 Ukuba kunjalo, nika iinkcukacha:

2.3 *Ingaba unolwazi ngako nakuphi na ukuzalana (usapho, umhlobo, nokwenye indlela) phakathi komntu okhuphisana ngamaxabiso (bidder) kunye naye nabani na oqeshwe yinqununu ongaba uthatha inxaxheba kuxatyiso kunye/okanye ekusingathweni kuze kwenziwe isigqibo ngale kowuteshini?* **EWE/ HAYI**

2.4 Ukuba kunjalo, nika iinkcukacha:

2.5 *Ingaba ikho imfuneko yokuba wena okanye omnye umntu othatha inxaxheba kuxatyiso kunye/okanye ekusingathweni kuze kwenziwe isigqibo ngale kowuteshini, arhoxe ekuthatheni inxaxheba nangaluphi na uhlobo na kule nkqubo inxulumene nale kowuteshini?* **EWE/ HAYI**

ISIBHENGEZO

MNA OSAYINE APHA NGEZANTSI (IGAMA) ……………………………….…………...... *NDIYANGQINA UKUBA INGCACISO ENIKWE KWIMIHLATHI 2.1 UKUYA KU-2.5 APHA NGASENTLA YECHANEKILEYO.* NDIYAVUMA UKUBA INTLOKO YESEBE LEMFUNDO INGANDIMANGALELA UKUBA KUNGENZEKA ESI SIBHENGEZO SIBE BUBUXOKI.

....	....
Ilungu lekomiti/umsebenzi	Umhla
....	....
Usihlalo	Umhla

Akukho* mfuneko yokuba izikolo zizalise le fom (A2) ukuba iirikhwizishini zipapashwe kwi-*Integrated Procurement System (IPS)

ILISTI YABALAWULI KUNYE/OKANYE YABANINI-ZABELO (*SHAREHOLDERS*) BESHISHINI ELINIKA IKOWUTESHINI EQHOTYOSHELWEYO ABANGABAQESHWA BESEBE LEMFUNDO LENTSHONA KOLONI OKANYE BELINYE ISEBE LEPHONDO OKANYE ELIKAZWELONKE

IINKONZO NEEMPAHLA

LE FOM MAYIQHOTYOSHELWE KWIKOWUTESHINI NGANYE EKHUTSHWAYO (*ISSUED*)

Mna/Thina ngokwenjenje ndivakalisa (sivakalisa) ukuba aba bantu balandelayo abangabalawuli kunye/okanye abangabanini-zabelo *(shareholders)* kwishishini elingenisa ikowuteshini eqhotyoshelweyo, bangabaqeshwa beSebe leMfundo leNtshona Koloni okanye belinye isebe lephondo okanye besebe likazwelonke:

Igama	Inombolo yesazisi (ID)	Isikhundla akuso nomqeshi	Inombolo yePesali	Ipesenti yeshishini/yenkampani yomnini

OKANYE

Mna ndivakalisa /Thina sivakalisa) ukuba akukho mntu uqeshwe liSebe leMfundo leNtshona Koloni okanye lelinye isebe lephondo okanye lisebe likazwelonke ongumlawuli okanye ongumnini-sabelo we-:

....
(Igama leshishini elinika ikowuteshini eqhotyoshelweyo)

Igama (amagama) elipheleleyo	Isikhundla (izikhundla) akuso kwishishini elingenisa ikowuteshini	Iisignitsha:

IDILESI YESHISHINI:
....
....
.... UMHLA: ....

ANNEXURE A3

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 paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding—
   a) prices;
   b) geographical area where the 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 of not winning 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 for criminal investigation and/or may be restricted from conducting business with the public sector for a period not exceeding 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, skills and knowledge in an activity for the execution of a contract.***

ANNEXURE B

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 abovementioned 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) Staff 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.

(vi) These water saving measures should be read in conjunction with Infrastructure Planning and Property Management Minute 0001/2020, dated 08 June 2020.

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: ______________________
____
____
email.: ______________________
Tel. no.: ______________________
Date: ______________________

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

APPLICATION FOR SECTION 21 STATUS AS FROM 01 APRIL 2024

EMIS NUMBER: ____________________ **EDUCATION DISTRICT:** ______________________________

NAME OF INSTITUTION: ____

CIRCUIT: __________________________

1. 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 abovementioned section.

2. The following documents, as required, are attached (marked with an X):

	Certificate of sound financial management (2022)
	Copy of signed governing body meeting minutes (which includes the tabled decision for the request: approval of section 21 status application)
	Copy of audited financial statements (2022)
	Bank reconciliation and December bank statement (2023)
	Copy of 2023 Budget
	Municipal services (budgeted and actual expenditure for 2023)

GOVERNING BODY**: CHAIRPERSON**

GOVERNING BODY**: TREASURER**

PRINCIPAL

FOR DISTRICT USE ONLY

	Recommendation of the Deputy Director: Corporate Services
	Recommendation of the Circuit Manager

wcedonline.westerncape.gov.za
Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47
Western Cape Education Department