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Circular: 0033/2024  
Expiry date: 31 October 2027

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: *Contract for the supply and delivery of stationery.*

**Subject: Contract for the supply and delivery of stationery (B/WCED 3124/23) for the period: 01 November 2024 to 31 October 2027**

1. Please note that this circular only pertains to the supply and delivery of stationery.
2. This circular serves to inform you that the contract B/WCED 2875/20 for the supply and delivery of stationery, held by the Western Cape Education Department (WCED) (issued under Circular 0025/2021, dated 20 May 2021, which expired on 30 April 2024, and extended from 01 May 2024 to 31 October 2024 as per Institutional Resource Minute 0008/2024, dated 25 April 2024) is being replaced by a new three-year contract.
3. The WCED has concluded a new three-year contract (B/WCED 3124/23) for the period 01 November 2024 to 31 October 2027 to supply and deliver stationery items. This contract will be utilised by all non-section 21 schools, district offices and the Head Office of the WCED. Section 21 schools may participate in the contract and order directly from the relevant service providers.
  - 3.1 **Service 1** has been awarded to **Bidtiq (Pty)Ltd** and must be utilised by the Head Office, district offices and schools in the following metros: Central, East, North, and South.
  - 3.2 **Services 2 to 5** have been awarded to **LBC Multiserv (Pty)Ltd** and must be utilised by the district offices and schools in the following regions:
    - Service 2: Cape Winelands;
    - Service 3: Overberg;
    - Service 4: West Coast; and
    - Service 5: Eden and Central Karoo.

4. It is important to note that orders for stationery will only be placed with the approved suppliers for the said period:

Service 1	Services 2-5
Bidtiq (Pty)Ltd 14 Klaver Street Sybrand Park ATHLONE 7700	LBC Multiserv (Pty)Ltd 9 Doordrift Road Barbarossa CONSTANTIA 7806
<b>Contact details</b>	
Tel. no.: 021 696 9361 Cell. no.: 072 997 5549 Email: <a href="mailto:ashton@rcsuppliers.co.za">ashton@rcsuppliers.co.za</a> Contact person: Roselie Ann Blankenaar	Tel. no.: 021 794 0411 Cell. no.: 082 475 7068 Email: <a href="mailto:clemi.cedras@gmail.com">clemi.cedras@gmail.com</a> Contact person: Clemi Cedras

5. 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.
6. 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.
7. Non-section 21 schools should note that the stationery contract does not provide for the supply and delivery of printer cartridges. These items, as well as items not detailed in the catalogue, which include copy paper, will have to be ordered on the WCED 026 form and submitted to the Learning and Teaching Support Material (LTSM) ordering office. These, besides copy paper, which is on a separate contract (see Institutional Resource Minute: 0011/2019, dated 18 October 2019), will therefore be advertised in the open market and the procurement will be undertaken via Supply Chain Management processes.
8. Non-section 21 schools should address and submit their requisitions to the LTSM office via the following email address:
- Attention: Ms Louise John  
 Email: [LTSM@westerncape.gov.za](mailto:LTSM@westerncape.gov.za)  
 Tel. no.: 021 467 2345 (queries)
9. It is very important for schools to plan carefully in determining how their Norms and Standards funds are managed to ensure that learners are provided with the required stationery resources.

10. Kindly bring the contents of this circular to the attention of all relevant officials.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2024-11-15