

File no.: 18/5/1  
Reference: 20241107-8120

Circular: 0037/2024  
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 cleaning material, gardening and electrical equipment.*

**Subject: Contract (BWCED 3123/23) for the supply and delivery of cleaning material, gardening and electrical equipment, for the period: 01 November 2024 to 31 October 2027**

1. Please note that this circular only pertains to the supply and delivery of cleaning material, gardening and electrical equipment.
2. It also serves to inform you that the contract (BWCED 2876/20) for the supply and delivery of cleaning material, gardening and electrical supplies held by the Western Cape Education Department (WCED) (issued under Circular 0027/2021, dated 01 June 2021), expired on 30 April 2024, but was extended from 01 May 2024 to 31 October 2024 (as per institutional Resource Minute 0008/2024 dated 25 April 2024); it is now replaced by a new three-year contract.
3. The WCED has concluded a new three-year contract (BWCED 3123/23) with **Bidtiq (Pty)Ltd** for the period 01 November 2024 to 31 October 2027. This contract will be utilised by all public schools, district offices, and the Head Office of the WCED. Section 21 schools may use the attached catalogue to procure and make payments directly to the supplier when they require any items.
4. 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, using the following details:

**Bidtiq (Pty)Ltd**

14 Klaver Street  
Sybrand Park  
Athlone  
7700

Telephone number: 021 696 9361  
Cell. no.: 072 997 5549  
Email: ashton@rcsuppliers.co.za  
Contact person: Roselie Ann Blankenaar

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 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.
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  
Tel.: 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 the availability of enough funds for all learner requirements.
10. Kindly bring the contents of this circular to the attention of all relevant officials.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2024-11-26