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File no.: 12/2/13/6
Enquiries: A Henriques

Institutional Resource Support Minute: 0011/2019

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Principals and Chairpersons of governing bodies of all non-section 21 ordinary public schools

Subject: Three-year contract for the supply and delivery of A4 white copy paper (Contract B/WCED 2485/19) to Head Office, district offices and non-section 21 ordinary public schools for the period 02 September to 31 August 2022

1. The purpose of this minute is to inform Head Office, district offices and non-section 21 ordinary public schools of the new three-year contract that the Western Cape Education Department (WCED) has concluded with two service providers to supply and deliver A4 white copy paper (Rotatrim/Typek) to the aforementioned offices and non-section 21 ordinary public schools.
2. In future, order requests for A4 white copy paper will be placed with one of the following two contracted suppliers during the contract period:

2.1 Services 1 and 2

Dooling IT Solutions CC
PO Box 39205
Capricorn Park
7945

Contact person: Ms Telezita Dooling
Email address: wc@dooling.co.za

2.2 Services 3 to 5

Business Development Executive: EBK Distributors Pty Ltd
PO Box 1344
Johannesburg
2000

Contact person: Mr Beryl Weimers
Email address: info@ebkdistributors.co.za

3. The following price list will be effective from 02 September to 31 August 2022. Head Office, district offices and non-section 21 ordinary public schools are required to make use of the prices applicable to their region:

Service	Area	Brand	Price per ream: Year 1	Price per ream: Year 2	Price per ream: Year 3
1	Head Office, Metro education districts (4 districts combined), including non-section 21 ordinary public schools within these districts	Typek	R53.53	R57.84	R62.49
2	Cape Winelands District , including non-section 21 ordinary public schools within this district				
3	Overberg District , including non-section 21 ordinary public schools within this district	Rotatrim	R54.81	R59.19	R63.93
4	West Coast District , including non-section 21 ordinary public schools within this district				
5	Eden and Central Karoo District , including non-section 21 ordinary public schools within this district				

4. Kindly bring the contents of this minute to the attention of all relevant officials.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2019-10-18