



Reference: 20200320-5955
File no.: 12/2/13/6
Enquiries: B le Keur

Institutional Resource Support Minute: 0001/2020

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

Subject: Online ordering of stationery and cleaning materials, gardening and electrical supplies in the 2020/21 financial year for all non-section 21 schools

1. Schools are herewith informed of the first online opportunity, from **25 May to 5 June 2020**, to order stationery and cleaning materials, gardening and electrical supplies for use in 2021.
2. This minute should be read in conjunction with Circulars 0031/2017, dated 20 September 2017, and 0036/2019, dated 26 September 2019.
3. In 2017, schools were informed in Circular 0031/2017, dated 20 September 2017, of the two separate contracts concluded by the Western Cape Education Department (WCED) to order stationery and cleaning materials, gardening and electrical supplies and the ordering process to follow in terms of the said contracts applicable to non-section 21 schools.
4. Guidelines will be provided on CEMIS to explain how stationery and cleaning materials, gardening and electrical supply needs should be captured and signed off.
5. The WCED will place orders for the requested stationery and cleaning materials, gardening and electrical supplies on behalf of non-section 21 schools with the contracted supplier, Masiqhame Trading 1057 CC, as explained in the aforementioned circulars.

6. Schools may only place an online order for the items listed in the attached stationery and cleaning, gardening and electrical supplies catalogues. These catalogues, in terms of the three-year contract, are only valid until 30 September 2020 (See Institutional Resource Support Minute 0009/2019, dated 13 September 2019).
7. Please note that the stationery contract does not provide for the supply and delivery of printer cartridges. These items, as well as other items not listed in the catalogues, will be procured separately through quotations invited via the Integrated Procurement Solution. Schools must submit requisitions (WCED 026 forms) in this regard to the Learning and Teaching Support Material office for the attention of Mr Bernard Stoffels (tel. no. 021 467 2345 or email at LTSM@westerncape.gov.za), by no later than 5 June 2020 to ensure timeous delivery.
8. Schools will be required to use their norms and standards (N&S) funds for local purchases to cover all their needs for stationery and cleaning materials, gardening and electrical supplies. It is therefore very important that schools plan carefully in determining how their N&S funds are managed to ensure the availability of sufficient funds for their requirements. Schools will be assisted in this regard in that their delivery dates, orders and the value thereof will be confirmed once their orders are issued.
9. Schools are encouraged to use this opportunity to order the bulk of their needs, but will be afforded a second opportunity, from 27 July to 07 August 2020, to order any further items to cover additional needs that may still exist.
10. Kindly bring the contents of this minute to the attention of all relevant officials.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-05-20