



Reference: 20200708-6865  
File no.: 12/2/13/6  
Enquiries: A Henriques

Institutional Resource Support Minute: 0005/2020

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

**Subject: Ordering of A4 copy paper by section 21 schools**

1. Please note that the ordering process in this minute is only applicable to section 21 schools.
2. The Western Cape Education Department (WCED) has concluded a contract (B/WCED 2485/19) from 02 September 2019 to 31 August 2022, with two service providers to supply and deliver A4 white copy paper (Rotatrim/Typek) to schools. Refer to Institutional Resource Support Minute 11/2019, dated 18 October 2019.
3. Section 21 schools are afforded the opportunity to order A4 white copy paper directly from the service provider contracted to supply and deliver A4 white copy paper in each respective education district. Thus, section 21 schools will order from and pay the contracted service providers directly. The advantages to be derived from ordering from the contracted service providers include lower prices per item and inclusive of delivery to the school.
4. The details of the service providers contracted to supply and deliver A4 white copy paper are:

#### **4.1 Service 1 (Head Office and Metro Districts) and Service 2 (Cape Winelands District)**

Dooling IT Solution CC  
PO Box 39205  
Capricorn Park  
7945

Contact person: Ms Telezita Dooling  
Email address: [wc@dooling.co.za](mailto:wc@dooling.co.za)

4.2 **Service 3 (Overberg District), Service 4 (West Coast District), Service 5 (Eden and Central Karoo District)**

Business Development Executive: EBK Distributors (Pty) Ltd

PO Box 1344

Johannesburg

2000

Contact person: Mr Beryl Weimers

Email address: [info@ebkdistributors.co.za](mailto:info@ebkdistributors.co.za)

5. The attached price list will be effective from 02 September 2019 to 31 August 2022. Section 21 schools are required to make use of the prices applicable to their region.
6. Kindly bring the contents of this minute to the attention of all relevant officials.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2020-07-29