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

Institutional Resource Support Minute: 0006/2020

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 section 21 ordinary public schools

Subject: Ordering of stationery and cleaning material items 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 contracts for the supply and delivery of stationery and cleaning material items from 01 October 2017 to 30 September 2020. Refer to Circular 16/2016, dated 13 April 2016.
3. Section 21 schools are therefore afforded the opportunity to order stationery and cleaning material items from the contracted service provider. Schools may only order items detailed on the attached stationery and cleaning material addendums in their respective education district region. 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 items and these prices are inclusive of delivery to the school.
4. The details of the service provider contracted to supply and deliver stationery items (contract B/WCED2381/16) and cleaning material items (contract B/WCED2382/16) are:

Masiqhame Trading 1057 CC
30 Blinkwater Crescent
Edgemead
7441

Contact person: Mr C Daniels
Contact number: 021 558 9947
Email address: masihametrading@lantic.net

5. The attached price list has been effective from 01 October 2019 and will be valid until 30 September 2020. 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: 2020-08-03