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File no.: 6/2/P
Enquiries: MJ Hendricks

Institutional Resource Support Minute: 0012/2020

To: Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Subject Advisers and Heads of all educational institutions

Subject: Guidelines for furniture and equipment procurement for 2022

1. **Procedure for the prioritisation and procurement of furniture and equipment for schools**
 - 1.1 The furniture contract includes 51 school furniture items in the attached school furniture catalogue (Annexure A). All requests for furniture and equipment from existing schools should be submitted on the correct form to the school's circuit manager by 26 February 2021.
 - 1.2 Furniture must be requested on the Western Cape Education Department WCED 026A form (Annexure B) in full and duly signed by all signatories.
 - 1.3 Equipment must be requested on the WCED 026B form (Annexure C) and duly signed by all signatories.
 - 1.4 District directors or their delegated officials will evaluate furniture and equipment requests in all circuits and compile a prioritised list of items in line with the available budget. This prioritised list will be sent to the Chief Directorate: Districts by 12 March 2021 for approval.

- 1.5 The delegated officials at district offices will notify schools in writing whether their requests or parts thereof were approved, amended or not approved. Schools must follow up with their respective circuit managers to enquire about which requested furniture or equipment items were prioritised.
- 1.6 The Directorate: Institutional Resource Support at Head Office will process and place orders for the approved furniture and equipment at the beginning of the new financial year starting on 01 April 2021.

2. **Warranty period and defective furniture**

- 2.1 The furniture and equipment have a one-year warranty period from the date of delivery to schools with the following stipulations:
 - 2.1.1 Schools that receive defective furniture must inform Head Office timeously by submitting a written report to the following email address:
Moya.Paterson@westerncape.gov.za.
 - 2.1.2 The WCED will liaise with suppliers to arrange repairs or replacements as soon as possible.
- 2.2 Defective furniture or equipment that can still be repaired must be properly stored to prevent further damage.
- 2.3 Should schools order furniture directly from suppliers, payment for such orders will be for the account of the school.
- 2.4 Schools can make use of their annual norms and standards allocation and school funds for the purchasing and/or maintenance of furniture and equipment not prioritised by the district office.

3. **Management of furniture and equipment at schools**

- 3.1 Schools must establish a procurement committee which will be responsible for keeping updated records of furniture and equipment.
- 3.2 Obsolete furniture or equipment must be written off and disposed of after a decision has been taken at a disposal meeting. The minutes of the meeting must reflect such a decision and must be kept on record at the school.
- 3.3 A copy of the minutes referred to in paragraph 3.2 must be sent to Moya.Paterson@westerncape.gov.za to ensure that the Sub-directorate: Equipment

at Head Office updates the school's electronic furniture and equipment records on CEMIS. All furniture and equipment delivered to schools will also be captured on CEMIS by the Sub-directorate: Equipment at Head Office.

- 3.4 Schools must update their inventory records annually (including additional furniture purchased from their own funds, stock on hand, disposals and shortages) by providing such records to the Sub-directorate: Equipment at Head Office. These records should be used to determine the need for top-up furniture and equipment.
 - 3.5 In order to safeguard assets against theft, schools are encouraged to mark all furniture and equipment items clearly.
4. Thank you for your cooperation in these important matters.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2020-11-10