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File no.: 12/2/13/6  
Enquiries: B le Keur

Institutional Resource Support Minute: 0003/2021

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

**Subject: Online ordering of stationery in the 2021/22 financial year for all non-section 21 public schools**

1. Schools are herewith informed of the first online opportunity, from 24 May to 04 June 2021, to order stationery for use in 2022.
2. This minute should be read in conjunction with Circular 0030/2020, dated 25 September 2020.
3. Schools are herewith informed that the two separate contracts concluded by the Western Cape Education Department (WCED) to order stationery and cleaning materials, gardening and electrical supplies expired on 30 September 2020 and subsequently the WCED has concluded a new three-year stationery contract with Masiqhame Trading 1057 CC for the period 01 May 2020 to 30 April 2024.
4. It is important to note that the stationery contract BWCED 2875/20 for the supply and delivery of stationery has been awarded to the aforementioned service provider and as such the WCED will place orders for stationery on behalf of non-section 21 public schools with the approved supplier only:

Masiqhame Trading 1057 CC  
4 Postern Way  
EDGEMEAD  
Western Cape  
7441

Telephone number: 021 558 9947  
Email: masiqhametrading@lantic.net  
Contact person: Mr G Daniels

5. Guidelines will be provided on CEMIS to explain how stationery needs should be captured and signed off.
6. Schools may only place an online order for the items listed in the stationery catalogue (hereto attached). The catalogue is only valid for one year until 30 April 2022.
7. Please note that this stationery contract does not provide for the supply and delivery of printer cartridges and copy paper. These items, as well as other items not listed in the catalogue, 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/email at [Bernard.Stoffels@westerncape.gov.za](mailto:Bernard.Stoffels@westerncape.gov.za)) by no later than 28 May 2021 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. 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 all their stationery needs for 2022.
10. Kindly bring the contents of this minute to the attention of all relevant officials.

**SIGNED:** MS ABRAHAMS  
**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**  
**DATE:** 2021-05-06