

File no.: 18/4/1/3008-22
Reference: 20221122-9166

Institutional Resource Support Minute: 0001/2023

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

Subject: Three-year contract (Contract B/WCED 3008/22) for the supply and delivery of A4 white copy paper

1. The purpose of this minute is to inform non-section 21 schools of the new three-year contract (Contract B/WCED 3008/22) that the Western Cape Education Department has concluded with *Western Cape Stationers* to supply and deliver A4 white copy paper (Typek Sappi/Mondi Rotatrim) to them.

2. In future, order requests for A4 white copy paper will be placed with the following supplier during the contract period:

Ms Moenadia Rochan Moosa
T/A Western Cape Stationers
40 Mabel Road
Ryland Estate
ATHLONE SP
7766

Contact person: Ms Moenadia Rochan Moosa
Email address: info.wcd@gmail.com

3. The following price list will be effective from 08 November 2022 to 07 November 2025. Schools are required to make use of the prices applicable to their region:

No.	Area	Brand	Price per ream: Year 1	Price per ream: Year 2	Price per ream: Year 3
1	Metro Districts, schools within these districts (Central, East, North, South)	Typek Sappi	R75,47	R82,00	R86,20
2	Cape Winelands, schools within this district				
3	Overberg, schools within this district	Mondi Rotatrim	R76,71	R83,24	R87,45
4	West Coast, schools within this district		R77,70	R84,29	R88,49
5	Eden and Central Karoo, schools within this district		R80,47	R87,00	R91,20

4. Kindly bring the contents of this minute to the attention of all relevant officials.

SIGNED: L MCGLLENADENDOLF

ACTING DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2023-01-17