

File no.: 18/5/1/Masiqhame Trading 1057 CC  
Reference: 20230313-2425

Institutional Resource Support Minute: 0004/2023

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 public schools

**Subject: Ordering of stationery, cleaning material, gardening, and electrical supplies in the 2023/24 financial year for all non-section 21 public schools**

1. Schools are herewith informed of the online opportunity, from 22 May–02 June 2023, to order stationery, cleaning, gardening, and electrical supplies for use in 2024.
2. This minute should be read in conjunction with Circular 0033/2022, dated 19 September 2022.
3. Schools are herewith reminded that the two separate three-year contracts concluded by the Western Cape Education Department (WCED) to order stationery, cleaning material, gardening, and electrical supplies which end on 30 April 2024, are held by Masiqhame Trading 1057 CC. (Refer to Circulars 0025/2021 and 0027/2021, dated 20 May 2021 and 01 June 2021 respectively.)
4. It is important to note that the stationery contract BWCED 2875/20, as well as the cleaning contract BWCED 2876/20, for the supply and delivery of stationery and cleaning material respectively, has been awarded to the said service provider and as such the WCED will place orders for contract items with this 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 and cleaning material orders should be captured and signed off.
6. Schools may only place their online orders for the items listed in the stationery and cleaning material catalogues (hereto attached). The attached catalogues are only valid for one year until 30 April 2024.
7. Please note that the stationery contract does not provide for the supply and delivery of printer cartridges and copy paper. Items not listed in the catalogues, will be procured separately through quotations invited via the eProcurement Solution. Schools must submit requisitions (WCED 026 forms) in this regard to the Learning and Teaching Support Material ordering office for the attention of Mr Bernard Stoffels (tel. no. 021 467 2345 or email at [Bernard.Stoffels@westerncape.gov.za](mailto:Bernard.Stoffels@westerncape.gov.za)) by no later than 02 June 2023 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 and cleaning material. 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 and other needs mentioned for 2024.
10. Kindly bring the contents of this minute to the attention of all relevant officials.

**SIGNED:** MS ABRAHAMS

**DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING**

**DATE:** 2023-04-17