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Institutional Resource Support Minute: 0007/2024

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 Principals of all educational institutions

Subject: Guidelines for furniture and equipment procurement for 2025

1. **Procedure for the prioritisation and procurement of furniture and equipment for schools**
 - 1.1 The furniture catalogue includes 30 school furniture items with 22 components in the attached document (Annexure A). All requests for furniture and equipment from existing schools should be submitted on the correct form. This must be submitted to the school's circuit manager by 08 March 2024.
 - 1.2 Furniture must be requested on the Western Cape Education Department (WCED) 026A form (Annexure B) and 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 The afore-mentioned furniture components (22) must only be ordered by schools who have broken/damaged wooden components which they wish to repair/refurbish.
 - 1.5 Delegated district officials will evaluate furniture and equipment requests in each circuit 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 05 April 2024 for approval.
 - 1.6 The delegated officials at district offices will notify schools in writing whether their requests or parts thereof were approved, amended, or not approved.

1.7 Schools must follow up with their respective circuit managers to enquire which requested furniture or equipment items were prioritised.

1.8 The placement of orders for the approved furniture and equipment will commence on 08 April 2024.

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.

2.1.1 Schools that receive damaged or broken furniture and equipment must inform Head Office timeously by submitting a written report to Moya.Paterson@westerncape.gov.za.

2.1.2 The WCED will liaise with the supplier to arrange replacements as soon as possible.

2.2 Defective furniture or equipment that can still be repaired must be stored to prevent further damage.

2.3 Schools can order components from the furniture catalogue to repair any defective or damaged furniture that they have.

2.4 If schools order furniture directly from the supplier, the school will be liable for payment of these orders.

2.5 Schools can make use of their annual norms and standards allocation and school funds for the purchasing and/or maintenance of furniture and equipment which were not prioritised by their district office.

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

3.1 Schools must establish a procurement committee who will be responsible for keeping updated records of furniture and equipment.

3.2 Obsolete furniture and/or equipment must be written off and be disposed of after a decision has been taken at a disposal meeting. The minutes must reflect such a decision and must be kept on record.

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: Furniture and Equipment update the electronic furniture and equipment records on CEMIS.

4. **CEMIS**

- 4.1 All furniture and equipment delivered to schools will be captured on CEMIS by the staff of the Sub-directorate: Furniture and Equipment.
 - 4.2 Schools must update their inventory records annually which have to include additional furniture purchased from their own funds, stock on hand, disposals, and shortages.
 - 4.3 These records should be used to determine the need of the school for top-up furniture and equipment.
 - 4.4 To safeguard assets against theft, schools are encouraged to mark all furniture and equipment items clearly.
5. Thank you for your cooperation.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR–GENERAL: EDUCATION PLANNING

DATE: 2024-03-08