



File no.: 18/5/5
Reference: 20240426-3394

Institutional Resource Support Minute: 0010/2024

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 2024/25 financial year for all non-section 21 public schools

1. Schools are herewith informed of the online opportunity, from 28 May to 07 June 2024, to order stationery, cleaning, gardening, and electrical supplies for use in 2025.
2. This minute should be read in conjunction with Circular 0020/2023, dated 01 August 2023, as well as Institutional Resource Minute 0008/2024, dated 25 April 2024.
3. Schools have been informed in Institutional Resource Minute 0008/2024 that the two separate three-year contracts to order stationery, cleaning material, gardening, and electrical supplies which were to end on 30 April 2024, have been extended with 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, is still held by the same service provider and as such the Western Cape Education Department will continue to place orders for contract items with this supplier until 30 October 2024 or until a new service provider has been contracted:

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. It is important to note that according to the contracts, schools are only allowed to order items from the attached catalogues applicable to their district. The attached catalogues are only valid for as long as these contracts are in place.
7. Please note that the stationery contract does not provide for the supply and delivery of printer cartridges and copy paper. Copy paper are ordered in line with Institutional Resource Minute 0001/2023, dated 17 January 2023.
8. 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 Ms Louise John (tel. no. 021 467 2345) to LTSM@westerncape.gov.za by no later than 07 June 2024 to ensure timeous delivery.
9. 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, order numbers, and the value thereof will be confirmed once their orders are issued.
10. Schools are encouraged to use this opportunity to order all their stationery and other needs mentioned for the 2025 school year.
11. Kindly bring the contents of this minute to the attention of all relevant officials.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-05-06