

## PROCEDURES FOR THE ACQUISITION OF GOODS AND SERVICES

### 1. To which schools do these procedures apply?

All schools that are not currently on the Section 21 list. However, paragraph 3.3, regarding the "Declaration of Interest" forms, is applicable to all schools.

### 2. Through which office must you work?

All non-Section 21 schools must order via

Mr B Le Keur  
LTSM Project Leader  
Block B, District Office: Metropole East  
cnr. Nooiensfontein and Belhar Roads  
Kuils River  
7580

Tel. 021 900 7010/7012/7036/7152

Fax. 021 903 9473

Hereinafter this office will be referred to as the *order office*.

### 3. What must you do immediately?

3.1 Divide your allocation into categories by completing and submitting WCED 032 forms electronically, and the originals as indicated in paragraph 3.5.1, no later than 26 February 2010.

3.2 Requisition **learning & teaching support material (LTSM)** by submitting WCED 034 forms for purchases for the start of the 2011 school year. Should your school not use its allowance for these acquisitions, a nil return must be submitted. Should the school use less than the prescribed amount for LTSM acquisitions, a copy of the governing body's decision and the IMG manager's letter of support must accompany the WCEC 032 form as a motivation.

3.3 Requisition **local purchases** by submitting form WCED 026 to the order office. Attach written quotations, not less than three, for items to a maximum value of R10 000.

(i) **The school itself** must obtain as many written quotations as possible, but not less than three, from possible suppliers. Schools must under no circumstances allow suppliers to obtain quotations from competitive suppliers. Instructing suppliers to obtain quotations will be regarded as an irregularity. The principal must therefore ensure that confidentiality is maintained in respect of quotations.

(ii) If the minimum required number of quotations (three) cannot be obtained, the school must submit to the order office, written valid reasons for not being able to obtain at least three written quotations. No requisition will be processed unless this requirement is adhered to.

(iii) Quotations must include the supplier's trade name, entity registration number, trading address, VAT registration number, landline number, signature (with the name in print), a date and period of validity, as well as a price for the goods/services. If the quotations do not reflect the aforementioned information, they must not be accepted.

(iv) Furthermore, quotations should be scrutinised thoroughly to establish whether they were not faxed from the same fax number. The layout of the quotation, the

handwriting, contact details and addresses must also be scrutinised carefully to ensure that it has not been received from the same supplier, but under different names or fictitious names. These quotations must also not be accepted.

- (v) In evaluating the quotations, the current market value of items must always be considered in order not to recommend quotations where prices are much higher than the market prices for the area.
- (vi) Single items with a value of more than R10 000 must also be requisitioned on form WCED 026. Separate quotations must also be obtained for these items. The order office will purchase the items in line with supply chain management prescriptions.
- (vii) **The school governing body must be requested to appoint a subcommittee, comprising at least 3 persons, to consider quotations. A parent member of the governing body must serve as the chairperson. This committee must ensure that competitive quotations are obtained as prescribed and that the quotation offering best advantage for the school is accepted. Confidentiality of quotations must also be ensured by locking them away in a safe place after receipt until they can be considered by the committee.**
- (viii) **All persons involved in the evaluation and acceptance of quotations for goods/services must complete a "Declaration of Interest" form in respect of each requisition. The form (Annexure A1) is enclosed for your use. The completed "Declaration of Interest" forms must be submitted to the governing body of the school, which must file the forms for the relevant financial year.**
- (ix) **The governing body must arrange for minutes to be kept of the meetings of the committee and presented to the meeting of the governing body for control purposes.**
- (x) **The WCED 026 and WCED 034 forms have been amended to provide for the signature of the chairperson of the committee that will consider quotations.**
- (xi) The principal must indicate which quotation, which is according to specification, is recommended. However, should the quotation offering the lowest price not be recommended, written motivation must accompany the requisition. Due consideration must be given to the guidelines contained in this circular which require schools to purchase 70% of LTSM from HDIs. The order office will not proceed with the purchase unless this is done.

3.4 The value of the items on the WCED 034 and WCED 026 forms may not exceed the allocations on the WCED 032 form. Should LTSM and local purchases be required additional to the allocation, the school must place the order directly with the supplier and take responsibility for the expenditure and payment.

3.5 The WCED 032 form must be submitted to Head Office by **Friday, 26 February 2010**. The WCED 026 and WCED 034 forms for main orders must be submitted to the order office by **Friday, 23 April 2010**. Schools are required to place LTSM orders for at least 70% of their allocated LTSM budget in their main order.

3.5.1 The attached WCED 032 form must be completed **electronically** and sent to the following e-mail address: **Wced-032@pgwc.gov.za**

Schools with e-mail facilities must follow the following steps:

- Save the WCED 032 after opening the attachment;
- Complete the form electronically;
- Save and send as an attachment to the e-mail to the above e-mail address.

All schools must still send the original, signed WCED 032 forms to Head Office at the following address:

Head: Education  
 For attention: Ms L Bredenkamp  
 Directorate: Operational Support Unit  
 Western Cape Education Department  
 Private Bag X9114  
 CAPE TOWN  
 8000

(Tel. 021 467 2129 / 2140 / 2004)

- The first copy must be sent with the completed WCED 034 and WCED 026 forms to the order office;
- The second copy must be retained by the school.

3.5.2 The relevant WCED 034 and WCED 026 forms must be completed in **triplicate** and **duplicate respectively**. The supplier's name, the principal's signature (name in print) and the school stamp must be clearly visible on each copy. The supplier's VAT registration number must appear under the company's details on the WCED 034 form.

- The original WCED 034 form and one copy and the original WCED 026 form must be submitted to the order office.
- The school must retain copies of the completed WCED 034 and WCED 026 forms.
- The school must ensure that the chosen supplier has the LTSM in stock so that the supplies can be delivered within 60 days of the order being placed. **Should the supplier be unable to give this assurance, an alternative supplier must be chosen.**
- In the case of specialised library material that needs to be ordered from overseas, the supplier should be able to give the assurance that the titles can be delivered within 60 days of the order being placed. **Should problems be experienced with deliveries from overseas, suppliers must apply to the order office for approval of a later delivery date.**
- Additional orders for LTSM can still be submitted until 30 September 2010, so that the supplies can be delivered by day one of the 2011 school year.

#### 4. What is meant by LTSM?

The Department of Education (DoE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework), including the following:

- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
- Modules and workbooks;
- Posters, maps and wall charts;
- Educational board games;
- Library material (fiction and nonfiction, reference books, posters, pre-recorded videos, DVDs, audio cassettes, CDs, CD-ROMs, multi-media, etc.);
- Computer software and licensing;
- Resource material for teachers, learners, classroom and library

Non Section 21 schools must purchase these items as per government contract T/WCED 60, and the WCED 034 form must be completed and submitted for this purpose. The names of the suppliers on this contract were provided to schools under cover of separate circulars.

All schools must use at least 50% of their N&S allocations for LTSM, 10% of which should be for library material. Should less than this be used, the principal, the chairperson of the school governing body and the IMG Adviser must confirm on the WCED 032 that every learner will be in possession of sufficient, appropriate LTSM (including a textbook for each learning area or subject and, in the case of library material, a total number of library items constituting the minimum international standard of 10 items per learner), and provide motivation in the appropriate column. In terms of WCED policy, no textbooks and readers may be photocopied, as this would constitute an infringement of the Copyright Act, 1978 (Act 98/1978).

For the GET Band, prescribed works must still be chosen from the WCED's list of recommended works. Schools may exercise their own choice in respect of LTSM in consultation with their curriculum advisers, and in respect of library material in consultation with the EDULIS Co-ordinator: School Library Services (telephone: 021 957 9638), but they must ensure that the titles meet curriculum requirements.

For the FET band, schools must make their selection of textbooks and prescribed works from the nationally approved catalogues sent to schools under cover of the relevant Curriculum and Examinations Minutes.

**5. From whom may the school order LTSM?**

As indicated in previous circulars, the WCED has negotiated a **new contract** with suppliers of LTSM and schools may order learning and teaching support materials only from suppliers registered on the B/WCED 60 Contract.

**6. What is meant by *local purchases*?**

The State does not have a contract for the purchase of items such as blank video and audio cassettes, CDs, duplicating paper, ink, chalk, photocopier paper, cleaning agents, subject material (such as groceries, laboratory needs and woodwork tools) or protective clothing for groundsmen. The school itself must therefore obtain quotations for these items itself and submit the requisition on the WCED 026 form.

**7. What does the WCED do once the forms have been received from you?**

The WCED 032 forms will be checked to determine whether the division of the allocation is realistic for the period concerned. In particular, it will be determined whether sufficient funds have been allocated for municipal services. Should insufficient funds have been allocated, the division of funds will be adjusted in consultation with the school. To prevent delays in the process, the WCED 032 form must be completed very carefully.

**8. How are deliveries monitored?**

The principal must ensure that the chosen supplier can deliver the LTSM by 30 September 2010. Should textbooks not have been received by this date, the principal must look at the possibility of ordering alternative titles. LTSM suppliers must deliver the orders within 60 days and, if a partial delivery is made, an invoice must be submitted with each delivery.

Principals must certify those invoices as correct within 5 days of receipt and submit them to the order office (see paragraph 10 below). Before the invoices are certified as correct, the items delivered must be checked against the items listed on the requisition form to ensure that only items that were ordered are delivered. **Invoices for partial deliveries must not be kept at the school until the rest of the order has been delivered, but should be submitted for payment.** Should the supplier not be able to deliver all the items on time, the principal must request the order office in writing to cancel the order for the outstanding items, and submit a new WCED 034 form. The remaining items must then be ordered from another approved supplier on the relevant list.

**On receipt of the full or partial orders, the order office must be informed by fax of the percentage and value of the delivered stock. Principals must not fail to ensure that the supplier's name, the order number and the invoice and delivery date are provided.**

**9. What about maintenance of and repairs to buildings and equipment?**

The expenditure for the maintenance and servicing (also maintenance contracts) of photocopiers, risographs, typewriters, sewing machines, lathes, school furniture for

learners and educators, etc. must be budgeted for in the annual allocation on the WCED 032 form under the budget item *Maintenance and Repair of Buildings and Equipment*. The school will be responsible for payment for these services and must ensure that it gets value for its money.

**10. How is payment made for goods delivered?**

The principal must certify the invoices as prescribed in Circular 144/98 of 5 November 1998. This circular is available on the WCED web site.

**Schools must ensure that they purchase stamps reflecting the wording on the examples below.**

GOODS	SERVICES
<p>I hereby certify that</p> <ul style="list-style-type: none"> <li>• the supplies were required for official purposes and for an approved service;</li> <li>• the supplies were received on ..... in the correct quantity and in good condition;</li> <li>• the receipt of the supplies has been entered in the records;</li> <li>• the rates are in accordance with a contract/are fair and reasonable; and</li> <li>• the supplier is entitled to payment.</li> </ul> <p>..... SIGNATURE OF PRINCIPAL                      NAME IN PRINT</p> <p>..... DATE</p>	<p>I hereby certify that</p> <ul style="list-style-type: none"> <li>• the services rendered were necessary for official purposes;</li> <li>• the services were satisfactorily carried out on .....</li> <li>• the charges are according to the relative tariff, contract or agreement/are fair and reasonable; and</li> <li>• the supplier is entitled to payment.</li> </ul> <p>..... SIGNATURE OF PRINCIPAL                      NAME IN PRINT</p> <p>..... DATE</p>

**The certified invoices, reflecting the above stamps and the school stamp, must be sent, with the delivery notes, to the order office within 5 days of receipt so that payment can be made.**

**11. What happens if the school exceeds its allocation?**

Although the WCED manages the allocation, it is the school's responsibility to ensure that the amount available is not exceeded.

**EXCEEDINGS OF THE ALLOCATION WILL NOT BE COVERED BY THE WCED.**

**ANY EXCEEDING WILL BE RECOUPED FROM THE SCHOOL'S ALLOCATION FOR THE FOLLOWING YEAR.**

NAME OF SCHOOL: .....

**DECLARATION OF CONFIDENTIALITY AND IMPARTIALITY**

- 1. I, the undersigned, hereby declare in respect of requisition no:.....
- 1.1 that all information, documentation and decisions regarding any matter before the sub committee are confidential and I undertake not to make known anything in this regard;
- 1.2 that I will treat all providers and potential providers equitably and will not purposefully favour or prejudice anybody; and
- 1.3 that I will make known details of any private or business interest which I, or any official, close family member, partner or associate may have in any proposed procurement or disposal process, or in any award or contract, and that I will immediately withdraw from participating in any manner whatsoever should this be the case.
- 2. *In order to give effect to the above, the following questionnaire must be completed and submitted by the committee member in respect of this quotation.*

2.1 *Are you, or any person involved with the evaluation and/or adjudication of this quotation connected with the bidder by virtue of any relationship (family, friend, other)?* **YES/NO**

2.2 *If so, state particulars.*  
.....  
.....

2.3 *Are you aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and/or adjudication of this quotation?* **YES/NO**

2.4 *If so, state particulars.*  
.....  
.....

2.5 *Is it necessary for you or any person involved with the evaluation and/or adjudication of this quotation, to withdraw from participating in any manner whatsoever in the process relating to this quotation?* **YES/NO**

**DECLARATION**

*I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.5 ABOVE IS CORRECT. I ACCEPT THAT THE HEAD OF EDUCATION MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.*

.....  
*Committee Member/Staff Member* *Date*

.....  
*Chairperson* *Date*

DIRECTORS AND/OR SHAREHOLDERS WHO ARE EMPLOYEES OF THE WESTERN CAPE EDUCATION DEPARTMENT OR ANOTHER PROVINCIAL OR NATIONAL DEPARTMENT

**SERVICES / GOODS**

**THIS FORM MUST FORM PART OF ALL QUOTATIONS SOURCED**

1. List of directors and/or shareholders who are employees of the Western Cape Education Department or another provincial or national department.

I hereby declare that, the following persons who are directors and/or shareholders are employees of the Western Cape Education Department or another provincial or national department.

Name	ID number	Position occupied and where (employer)	Persal number	% of business / enterprise owned

**OR**

2. I declare that no person in the employment of the Western Cape Education Department or another provincial or national department is a director and/or shareholder of .....(company's name)

.....  
 .....  
 .....

FULL NAME(S)

POSITION(S) HELD

.....  
 .....  
 .....

.....

SIGNATURE(S) OF SUPPLIER(S)

COMPANY ADDRESS:

.....  
 .....

DATE: .....