
Annexure A: Procedures for the acquisition of goods and services

1. To which schools do these procedures apply?

All non-section 21 schools

2. Through which office must you work?

All non-section 21 schools must place their orders via:

LTSM Order Office

Tenth floor

1 North Wharf Square

2 Lower Loop Street

Foreshore

Cape Town

8001

Tel. no.: Louise John at 021 467 2345

Email: LTSM@westerncape.gov.za

Hereafter, this office will be referred to as the *order office*.

3. What must you do?

3.1 Divide your allocation into the required categories, as indicated in paragraph 2.4 of the circular, and complete the electronic version of the **WCED 032** form by **no later than 23 April 2027**.

3.2 Access the online ordering system on CEMIS during the designated ordering period to place orders for **Learning and Teaching Support Material (LTSM)**. The ordering period will run for a limited time only. Schools will be informed timeously in circulars and minutes of the relevant periods to access the ordering system. Besides ordering LTSM online, schools may be requested to submit **WCED 034** forms, which need to be signed and school stamped, to the order office for purchases for the start of the **2027** school year. Should your school not use its budget allocation for LTSM acquisitions, a nil return must be submitted. Should the school use less than the prescribed amount for LTSM, a copy of the governing body's decision and the circuit manager's letter of support must accompany the WCED 032 form as motivation.

- 3.3 Access the online ordering system on CEMIS during the designated ordering period to place orders for **local purchases**. The ordering period will run for a limited time only. Schools will be informed timeously in circulars and minutes of the relevant periods to access the ordering system. Only items that are in the catalogues will be available for online orders. Where items are not available online, e.g. copy paper and printer cartridges, schools are required to submit an original **WCED 026 form**, which is signed and school stamped, **to the order office**.
- 3.4 Schools must ensure that each item requested on the WCED 026 form is clearly specified, that is the description of the items must include physical dimensions such as size (e.g. height, width, length), quantity (e.g. number of items per box), etc. According to the procurement policy of the Western Cape Education Department (WCED), the WCED cannot advertise a specific brand unless that specific brand is required to fulfil the warranty requirements of equipment items. In all other instances the WCED will strive to supply items similar to the quality requested by schools.
- 3.5 The value of the items on the WCED 034 and WCED 026 forms may not exceed the allocations submitted on the WCED 032 form. **The WCED 032 form must be submitted on CEMIS by no later than 23 April 2027.**
- 3.6 Schools must follow the following procedure:
- Access the WCED 032 form on CEMIS.
 - Complete the form electronically.
 - Save and submit the completed form.
 - Print and file a signed hard copy for the school's records.
- 3.7 If there are problems with international deliveries, suppliers must apply to the order office for approval of a later delivery date.

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

- 4.1 The Department of Basic Education defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework), and includes the following:
- textbooks, readers, reference books, prescribed works, atlases and dictionaries;
 - workbooks;
 - posters, maps and wall charts;
 - educational board games;
 - library resources including fiction and non-fiction books, reference books, posters, video recordings, Digital Video/Versatile Discs (DVDs), Compact Discs (CDs) multimedia resources, etc.;
 - computer software and licensing; and
 - resource material for educators, learners, classrooms and libraries.

4.2 All schools must use at least 25% of their N&S allocations for LTSM, of which 10% should be dedicated to library material. Should less than this be used, the principal, the chairperson of the governing body and the circuit manager must confirm on the WCED 032 form that every learner will be in possession of sufficient and appropriate LTSM (including a textbook for each learning area or subject). Furthermore, school libraries should maintain a collection of books that meets the minimum international standard of 10 library items per learner. The principal must provide a motivation in the appropriate column if there is any deviation. 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 of 1978).

4.3 Local purchases include stationery, cleaning materials as well as gardening and electrical supplies.

5. **What does the WCED do once the WCED 032 form has been received?**

The WCED 032 form will be checked to determine whether the division of the allocation is realistic for the period concerned. Particular attention will be given to assessing whether sufficient provision has been made for municipal and Eskom services. If a school allocates insufficient funds, the WCED will adjust the division of funds in consultation with the school. The WCED 032 form must be completed very carefully to prevent delays in the process.

6. **How are deliveries monitored?**

6.1 Schools will be informed when an order is awarded to a supplier. An indication of the expected delivery date and when the outstanding order should be followed up with the order office will also be provided. The principal must ensure that the chosen supplier delivers the LTSM within the delivery period. If schools do not receive their textbooks by the delivery date, the principal must inform the order office without delay. Suppliers should limit deliveries to one delivery per order; however, if they make partial deliveries, they must present a delivery note with each delivery. The school must certify the delivery note as correct.

6.2 Principals or the officials authorised to accept LTSM delivered to the school according to the completed specimen signature form that was submitted to the order office (see paragraph 8 below), must certify each page of the delivery note or invoice that the delivery is correct. The certified document must be submitted to the order office within **five days** after the final delivery has taken place. Before the invoices are certified as correct, the delivered items must be checked against the items listed on the confirmed order documents to ensure that only items that had been ordered were delivered. **Invoices for any deliveries must not be kept at the school until the entire order has been delivered but should be submitted for payment immediately.** Only invoices authorised by the principal or the approved officials will be processed for payment (see paragraph 8 below). If a supplier does not deliver the entire order by the specified delivery date, the principal may request the order office, in writing, to cancel the order for the outstanding items and inform the supplier accordingly.

- 6.3 The specimen signature form must be submitted to the order office to confirm the names of the officials authorised to receive LTSM on behalf of the school in the relevant financial year.

7. What about maintenance and repairs to buildings and equipment?

Expenditure for the maintenance and servicing (including 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 the payment of these service providers. In this regard, schools must ensure that they get value for money.

8. How is payment made for goods delivered?

- 8.1 The official authorised to receive LTSM at the school must certify the invoices as prescribed in Circular 0144/1998, dated 05 November 1998, which is available on the WCED website.

8.2 Schools must ensure that they purchase stamps bearing the wording in the examples below:

GOODS	SERVICES
I hereby certify that: - the supplies were required for official purposes and for an approved service; - the supplies were received on _____ in the correct quantity and in good condition; - the receipt of the supplies has been entered in the records; - the rates are in accordance with a contract/are fair and reasonable; and - the supplier is entitled to payment.	I hereby certify that: - the services rendered were necessary for official purposes; - the services were satisfactorily carried out on _____; - the charges are according to the relative tariff, contract or agreement/are fair and reasonable; and - the supplier is entitled to payment.
..... SIGNATURE OF PRINCIPAL/AUTHORISED STAFF MEMBER(S)	 SIGNATURE OF PRINCIPAL/AUTHORISED STAFF MEMBER(S)
_____ NAME IN PRINT	_____ NAME IN PRINT
_____ DATE	_____ DATE

- 8.3 A specimen signature form must be submitted to the order office to confirm the names of officials authorised to receive LTSM on behalf of the school in the relevant financial year. Only invoices authorised by the principal or the authorised staff member(s) will be processed for payment.

- 8.4 **The certified proof of delivery/invoices, reflecting the above stamps and the school stamp, must be submitted to the order office within five days of receipt to process payment.**
9. **What happens if the school exceeds its allocation?**

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