

IsiHlomelo A: iinkqubo zokuthengwa kweempahla nokufunyanwa kweenkonzo

1. Ngaba ezi nkqubo zisebenza kweziphi izikolo?

Kuzo zonke izikolo ezingekho phantsi kwesiqendu 21.

2. Yeyiphi i-ofisi ekufuneka udlule kuyo ekwenzeni lo msebenzi?

Zonke izikolo ezingekho phantsi kwesiqendu 21 mazi-odole ngokudlula kuqala apha:

LTSM Order Office

Tenth floor

1 North Wharf Square

2 Lower Loop Street

Foreshore

Cape Town

8001

Inombolo yefoni: Makufowunela uLouise John apha 021 467 2345

I-imeyili: LTSM@westerncape.gov.za

Emva koku, le ofisi iya kubizwa ngokuba yi-ofisi yee-odolo (*order office*).

3. Yintoni omawuyenze?

3.1 Yahlulahlula isabelomali sakho sibe ngamahlelo afunekayo, njengoko kuchaziwe kumhlathi 2.4 wesetyhula uze uzalise ngokupheleleyo inguqulelo ekwikhompyutha yefom **WCED 032, ungadlulanga owe23 Apreli 2027**.

3.2 Sebenzisa ithuba eligunyazisiweyo ngokufikelela kwisistim yoku-odola ekwi-CEMIS ngekhompyutha (*online ordering system*) wenze ii-odolo **zeZibonelelo eziNcedisa ukuFunda nokuFundisa (LTSM)**. Ithuba lokwenza i-odolo liya kuvuleleka kuphela ngexesha eliqingqiweyo. Izikolo ziya kwaziswa ngethuba elifanelekileyo ngeesetyhula/ngeengcaciso ezimfutshane zamathuba achaphazelekayo ukufikelela kwisistim. Ngaphandle kokufaka i-odolo ze-LTSM ngekhompyutha, izikolo zinokucelwa, ukuba, zingenise iifom **WCED 034** ezisayiniweyo zaza zafakwa istampu sesikolo kwi-ofisi yee-odolo ukwenzela ukuthengela ukuqala konyaka wokufunda **u2027**. Ukuba isikolo sakho asisebenzisanga isibonelelo sebhajethi yaso ekuthengeni i-LTSM, makungeniswe ingxelo yokuba akukho mali isetyenzisiweyo (*nil return*). Ukuba isikolo sisebenzise ngaphantsi kwesixamali esimiselweyo

ekuthengeni i-LTSM, ikopi yesigqibo sebhunga lolawulo kunye neleta yomphathi wesekethe enika izizathu ezixhasayo mayihambe kunye nefom WCED 032.

- 3.3 Sebenzisa ithuba eligunyazisiweyo ngokufikelela kwisistim yoku-odola ye-CEMIS ekwikhompyutha (*online ordering system*) wenze **i-odolo yokuthenga izinto kulo ndawo sikuyo isikolo (local purchases)**. Ithuba lokwenza i-odolo liya kuvuleleka kuphela ngexesha eliqingqiweyo. Izikolo ziya kwaziswa ngethuba elifanelekileyo ngeesetyhula nangeengcaciso ezimfutshane zamathuba achaphazelekayo ukufikelela kwisistim. Zii-ayithem ezikwikhathalogu kuphela eziya kufumaneka ukulungiselela ii-odolo ngekhompyutha. Apho zingafumanekiyo ii-ayithem kwikhompyutha, umz. iphepha lokufotokopa nekhatrji yeprinta, izikolo kufuneka zingenise **ifom WCED 034** yentsusa esayiniweyo yaza yafakwa istampu sesikolo **kwi-ofisi yee-odolo**.
- 3.4 Izikolo maziqinisekise ukuba i-ayithem nganye efunwayo kwifom WCED 026 icaciswe gca, oko kuthi, inkcazo yee-ayithem mayibandakanye imilinganiselo kanye yazo efana noku (umz. ukuphakama, ububanzi, ubude); zingaphi (*quantity*) (umz. inani lee-ayithem kwibhokisi nganye) njl. Ngokomgaqo-nkqubo weSebe leMfundo leNtshona Koloni (iWCED) wokuthengwa kweempahla neenkonzo iWCED iyinako ukwenza isaziso sentengiso libalule uhlobo oluthile lwesivelo (*specific brand*) ngaphandle kokuba olo hlobo luthile lwesivelo (*brand*) lufunelwa ukuzalisekisa iimfuno zewaranti zee-ayithem zezixhobo zomsebenzi. Kuzo zonke ezinye iimeko iWCED iya kuzama ukuthenga ii-ayithem ezilingana nomgangatho (*quality*) njengoko kuceliwe zizikolo.
- 3.5 Malingaze ixabiso lee-ayithem ezikwiifom WCED 034 nefom WCED 026 ligqithe kwisabelomali esikwiifom WCED 032. Ifom WCED 032 kufuneka ingeniswe kwi-CEMIS ungalulanga owe23 Apreli 2027.
- 3.6 Izikolo mazilandele le nkqubo ilandelayo:
- Fumana ifom WCED 032 kwi-CEMIS.
 - Zalisa ngokupheleleyo le fom ngekhompyutha.
 - Yiseyive uze uyingenise ifom ezaliswe ngokupheleleyo.
 - Printa uze usayine ikopi esephepheni ukulungiselela iirekhodi zesikolo.
- 3.7 Xa kuvele iingxaki malunga nokusiwa kwee-odolo ezivela phesheya kolwandle, abathengisi mabenze izicelo kwi-ofisi yee-odolo ukwenzelwa ukuba uvunye umhla wokuziswa kwazo emva kwexesha elimisiweyo.

4 Kuthetha ukuthini xa kuthethwa nge-LTSM?

- 4.1 ISebe leMfundo esiSiseko (*Department of Basic Education*) lizichaza izibonelelo ezincedisa ukufunda nokufundisa (LTSM) njengazo naziphi na izinto (*material*) ezixhasa nezenza kubelula ukufundisa nokufunda kanye eklasini okanye ekhaya (umsebenzi wesikolo wasekhaya), ezibandakanya ezi zinto zilandelayo:

- lincwadi zezifundo (*textbooks*), iincwadi zokufunda (*readers*), iincwadi zokukhangela izintoyinto (*reference books*), iincwadi ezimiseliweyo (*prescribed books*), ii-atlasi nezichazimagama;
- lincwadi zokwenza imisebenzi (*workbooks*);
- liphowusta, iimephu neetshathi zodonga;
- limidlalo efundisa okuthile ii-Educational board games;
- Izinto zokufunda zaselayibrari eziquka iincwadi ezingamabali angeyonyaniso (*fiction*) nezingamabali asusela kwizinto zokwenene (*non-fiction*), iincwadi zokukhangela izinto-yinto, iipowusta, ividiyo eseyirekhodiweyo, iiVidiyo zeDijithali (*Digital Video*)/ii-Versatile Discs (ii-DVDs), ii-Compact Discs (CDs) izibonelelo ze-multimedia njl.;
- I-software yekhompyutha nokulayisenswa kwayo; kunye
- neZibonelelo ezisetyenziswa ngootitshala, ngabafundi, ezeeklassi neelayibrari.

4.2 Zonke izikolo kufuneka zisebenzise ubuncinane i25% yesabelomali sazo se-N&S kwizibonelelo ze-LTSM, ukuze i10% yayo ibe yeyezinto zaselayibrari. Ukuba kuye kwasetyenziswa ngaphantsi koku, inqununu, usihlalo webhunga lolawulo nomphathi wesekethe, mabangqine kwifom WCED 032 ukuba umfundi ngamnye uya kuba nazo izibonelelo ze-LTSM ezaneleyo nezifanelekileyo (kubandakanywa incwadi yesifundo kwinkalo yesifundo nganye okanye kwisifundo ngasinye). Ngaphezulu, iilayibrari zezikolo kufuneka zigcine iincwadi ezifizekisa owona mgangatho usezantsi wamazwe ngamazwe wokuba umfundi ngamnye abenee-ayithem zaselayibrari ezili10. Ukuba kukhona nakuphi na ukunxaxha malunga noku inqununu mayinike izizathu ezivakalayo zokuxhasa oko kwikholam efanelekileyo. Ngokomgaqonkqubo weWCED, makungenziwa iikopi zeencwadi zezifundo (*textbooks*) kunye neencwadi zokufunda (*readers*) njengoko oku ikukunyasha uMthetho weLungelo eliValela uKwenziwa kweeKopi, 1978 (uMthetho 98 ka-1978) (*Copyright Act, 1978 (Act 98 of 1978)*).

4.3 Izinto ezithengwa kulo ndawo isikolo sikuyo ziquka izinto zokubhala, ezokucoca nezokusebenza egadini neezinto zombane.

5. **Yenza ntoni iWCED yakuba nje iyifumene iifom WCED 032?**

Ifom WCED 032, iya kutshekishwa ukujonga ukuba ngaba ukwahlulahlulwa kwesabelomali kuyinto enokwenzeka ngenene na (*realistic*) ngelo thuba lichaphazelekayo. Kuya kujongwa ngakumbi ukuba ngaba kwabiwe imali eyaneleyo yeenkonzo zikamasipala neze-Eskom. Ukuba kuthe kanti kwabiwe imali enganelanga, iWCED iya kulungisa ukwahlulahlulwa kwemali apha naphaya ngokuthethathethana nesikolo. Ukuthintela ukulibaziseka kwenkqubo, ifom WCED 032 mayizaliswe ngenyameko enkulu.

6. **Izinto ezisiwa esikolweni zibekwa esweni njani?**

6.1 Izikolo ziyaxelelwa xa kunikwa i-odolo umthengisi. Kuya kunikwa neenkcukacha zomhla olindelekileyo wokuziswa kwayo nokuba mayilandelelwe nini na i-odolo engekaziswa ngokuqhagamshelana ne-ofisi yee-odolo. Inqununu mayiqinisekise ukuba umthengisi okhethiweyo uzizisa izibonelelo ze-LTSM ngelo thuba lokusiwa kwazo. Ukuba iincwadi

zezifundo (*textbooks*) azifumanekanga ngalo mhla, inqununu mayazise i-ofisi yee-odolo ngaphandle kokulibazisa. Bayakhuthazwa abathengisi ukuba base iimpahla ze-odolo enye, nakuba kunjalo apho kusiwa inxenye yeempahla, makukhutshwe i-*delivery note* ngokusiwa kweempahla okwenziweyo. Isikolo kufuneka singqinise i-*delivery note* njengechanekileyo.

6.2 Inqununu okanye amagosa agunyaziswe ukuba amkele i-LTSM eziswe esikolweni ngokwefom i-*specimen signature form* ezaliswe ngokupheleleyo engeniswe kwi-ofisi yee-odolo (makufundwe umhlathi 8 ongezantsi) kufuneka angqine kwiphepha ngalinye le-*delivery note* okanye le-invoyisi ukuba ezo mpahla zizisiweyo zezichanekileyo. Uxwebhu olungqiniweyo malungeniswe kwi-ofisi yee-odolo zingadlulanga **iintsuku ezintlanu** zokuziswa kwazo okokugqibela (*final delivery*). Phambi kokuba zingqinwe ii-invoyisi njengezichanekileyo, ezo zinto ziziswayo mazitshekishwe ngokujonga izinto ezikumaxwebhu oku-odola avunyiweyo ukuqinisekisa ukuba kuphela ziimpahla ezazi-odoliwe eziziswayo. **Ii-invoyisi zazo naziphi na iimpahla eziziswayo mazingagcinwa esikolweni zilinde ukuba kude kuziswe yonke i-odolo, koko mazingeniswe ngoko nangoko ukulungiselela intlawulo.** Kuphela zii-invoyisi ezigunyaziswe yinqununu okanye ngamagosa avunyiweyo eziya kusetyenziselwa ukwenza intlawulo (makufundwe umhlathi 8 apha ngezantsi). Ukuba umthengisi akazisisanga zonke izibonelelo (*items*) ngexesha, inqununu mayicele i-ofisi yee-odolo ngeleta ebhaliweyo ukuba ihlabe (*cancel*) i-odolo yezibonelelo (*items*) ekusafuneka zizisiwe, ize yazise umthengisi kwangokunjalo.

6.3 Ifom i-*specimen signature form* mayingeniswe kwi-ofisi yee-odolo ukungqina amagama amagosa agunyaziswe ukuba amkele i-LTSM eziswe esikolweni egameni lesikolo ngonyakamali ochaphazekelayo.

7. Kuthiwani ngokulondolozwa nokulungiswa kwezakhiwo nezixhobo zokusebenza?

Inkcitho yokulondolozwa nokulungiswa (kubandakanywa ukugcinwa kweemvumelwano zolondolozo) kweefotokopiya, iirayisografu, oomatshini bokuchwetheza, oomatshini bokuthunga, oomatshini bokunika imilo kwiimveliso zomthi (*lathes*), ifanitshala yesikolo yabafundi nootitshala, njl., mayibhajethelwe kwisabelo sonyaka kwifom WCED 032 phantsi kwale ngongoma yebhajethi iyi-*Maintenance and Repair of Buildings and Equipment*. Isikolo siya kuba noxanduva lokuhlawula aba babonelelinkonzo. Izikolo maziqinisekise malunga nalo mba ukuba zifumana inzuzo ngemali efanelekileyo.

8. Yenziwa njani intlawulo yeempahla ezizisiweyo?

8.1 Igosa eligunyaziswe ukufumana i-LTSM esikolweni malingqine ii-invoyisi njengoko kumiselweyo kwiSetyhula 0144/1998 yomhla we05 Novemba 1998, efumaneka kwiziko lewebhu leWCED.

8.2 **Izikolo maziqinisekise ukuba zithenga izitampu ezibonisa imibhalo evelisa la magama akwimizekelo elapha ngasezantsi.**

GOODS <i>I hereby certify that:</i> - 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. SIGNATURE OF PRINCIPAL/AUTHORISED STAFF MEMBER(S) _____ NAME IN PRINT _____ DATE	SERVICES <i>I hereby certify that:</i> - 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) _____ NAME IN PRINT _____ DATE
--	---

8.3 Ifom i-specimen signature form mayingeniswe kwi-ofisi yee-odolo ukungqina amagama amagosa agunyaziswe ukuba amkele i-LTSM eziswe esikolweni egameni lesikolo ngonyaka-mali ochaphazekelayo. Kuphela zii-invoyisi ezigunyaziswe yinqununu okanye ngamagosa avunyiweyo eziya kusetyenziselwa ukwenza intlawulo.

8.4 **Ixwebhu elibubungqina bokuziswa kweempahlka/iinvoyisi ezingqiniweyo, ezibonisa ezi zitampu zingasentla nesitampu sesikolo, mazingeniswe kwi-ofisi yee-odolo zingadlulanga iintsuku ezintlanu zokufika kwazo ukuze kube nokwenziwa intlawulo.**

9. **Kwenzeka ntoni ukuba isikolo sigqithile kwisabelomali saso?**

Nangona iWCED isilawula isabelomali, luxanduva lwesikolo ukuqinisekisa ukuba akugqithwa kwisixa esikhoyo.