



Province of the  
**EASTERN CAPE**  
EDUCATION

---

**OFFICE OF HEAD: EDUCATION**

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: **Website:**  
[www.ecdoe.gov.za](http://www.ecdoe.gov.za) : Email: [ianassam@mweb.co.za](mailto:ianassam@mweb.co.za)

Tel: 082 578 1891

Enquiries:

Fax: 086 672 9424

**CIRCULAR 16 OF 2012**

**TO : ALL DDGs**  
**ALL CHIEF DIRECTORS**  
**ALL DISTRICT DIRECTORS**  
**LTSM PROJECT MANAGER**  
**ALL PRINCIPALS OF S21 SCHOOLS**  
**ALL CHAIRPERSONS OF SGBs**

**FROM : ACTING HEAD OF EDUCATION**

**SUBJECT : PROCUREMENT OF TEXTBOOKS FOR 2013 ACADEMIC YEAR**

**DATE : 27 AUGUST 2012**

---

**1. PURPOSE**

The purpose of this circular is to inform District Directors, principals of schools and Chairpersons of SGBs about the procedure to be followed with regard to the procurement of TEXTBOOKS for the 2013 academic year [the procurement of stationery is dealt with in Circular 17 of 2012].

**2. INTRODUCTION AND BACKGROUND**

Improving the quality of teaching and learning constitutes the core mandate of the department of education and is output 1 of the Minister's Delivery agreement. Amongst other priorities to achieve this mandate, ensuring access to high quality learning, teaching support materials (LTSM), in particular TEXTBOOKS, is one of the main deliverables without which no effective teaching and learning can take place.

It is for that reason that the department places high premium on the achievement of this output. It is equally true that the processes for procurement of TEXTBOOKS have always been beset with challenges which has infringed on the learners' constitutional right to basic education.

In its attempts to deal with the above challenge the department issued out Circular 11 of 2012 which was an intention of the Acting Head of Department to withdraw the function of the SGBs - Section 21 (1)(c) and in terms of Section 22(1) of South African Schools Act. The strategy as laid out in this circular was informed, inter alia, by the following imperatives:

- The rollout of CAPS which requires that every learner must have a textbook for every learning area/subject. If this does not happen learners' rights to education are prejudiced.
- The need to take advantage of economies of scale in order to stretch the rand and ensure favourable return and value for money in terms of investment in this important resource (Refer Annexure A for scale of benefits).
- To ensure the timely provision of TEXTBOOKS to all schools and timely payment of service providers without carrying through financial obligations to the following year.
- Textbook procurement is one of the pillars of the S100 (1)(b) and failure to deliver on this output is not an option.

### 3. DELIBERATIONS

- 3.1 At this stage it is important to indicate that 83,3% of schools have submitted their requisitions for TEXTBOOKS. 16,7% of schools have thus far not submitted their requisitions in terms of Circular 11 of 2012.
- 3.2 In respect of the schools that have submitted requisitions in terms of the Circular above, orders have been duly processed and processes for their timeous distribution and delivery are on course to meet the 30 October 2012 deadline.
- 3.3 As a result of some schools having a problem with the centralised procurement in terms of Circular 11/2012, a decision has been taken to issue the present Circular.

### 4. PROCUREMENT OF TEXTBOOKS FOR THE 2013 ACADEMIC YEAR

For the academic year 2013, the department has prioritized the procurement of textbooks for grades implementing CAPS for the first time, i.e., grades 4, 5, 6 and 11. Top-ups for grades 1, 2, 3, 10 and 12 are being put in place and catalogues for such top-ups will be issued out to schools in due course.

Currently only catalogues for grades 4, 5, 6 and 11 have been submitted to Head Office for processing.

### 5. IMPLEMENTATION OF CIRCULAR 16 OF 2012

Due to the urgency of the situation resulting from the circumstances and factors highlighted in paragraph 2 above, notice is hereby given to schools in terms of section 22 (3) of the South African Schools Act No. 84 of 1996 of the withdrawal of the function of the Governing Bodies in terms of Section 21 (1) (c) relating to the purchase of text books only in favour of centralized procurement as set forth below:

- **ALL** Governing Bodies are afforded a reasonable opportunity until **Wednesday, 5 September 2012**, to make representations and consent to their inclusion in the centralized procurement of textbooks or elect **NOT** to participate therein. Such representations must be in writing and will be duly considered and noted by the Head of Department.
- Failure to respond will be deemed to be consent to their inclusion in the centralization as mentioned above.
- In event of a Governing Body electing **NOT** to participate in the centralized procurement of textbooks the following is applicable:
- The Governing Body must provide an undertaking in writing (by no later than 05 September 2012) that it has the required capacity to and will purchase the required textbooks to be delivered **no later than the 30 November 2012**
- The Governing Body will provide proof of order by no later than **21 September 2012** and proof of delivery to the Department on or before **30 November 2012**.
- The Department undertakes to transfer the money due in respect of the aforementioned orders to the Governing Body within 14 days of **proof of delivery** of the textbooks.
- In event of the Governing Body failing to ensure compliance with the aforementioned, the Department reserves the right to withdraw the delegated function of the Governing Body regarding the purchase of text books with immediate effect.
- In addition, the Department reserves the right to invoke the provisions of Section 25 of SASA and/or S16A of SASA, and/or institute legal, and/or disciplinary action against any person or bodies who fail to give effect to this circular.

## 6. CONCLUSION

District Directors are to bring the contents of this circular to the urgent attention of all affected parties and monitor its implementation. Circular 11 of 2012 is hereby revoked.



MR ML NGONGO  
ACTING HEAD OF EDUCATION



**Annexure A 1**

Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-0-636-13866-7	64.95	61.95	58.95	55.95	55.95
5	978-0-636-13867-4	72.95	69.95	66.95	62.95	62.95
6	978-0-636-13868-1	76.95	73.95	70.95	66.95	66.95
4	978-0-636-13694-6	135.95	132.95	129.95	125.95	125.95
5	978-0-636-13695-3	135.95	132.95	129.95	125.95	125.95
6	978-0-636-13697-7	135.95	132.95	129.95	125.95	125.95
4	978-0-636-11973-4	80.95	76.95	73.95	69.95	69.95
5	978-0-636-11974-1	86.95	82.95	78.95	74.95	74.95
6	978-0-636-11975-8	88.95	84.95	80.95	76.95	76.95
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-1-4310-1307-4	67.87	63.67	62.27	57.37	51.77
5	978-1-4310-1308-1	72.07	67.87	65.77	60.87	55.27
6	978-1-4310-1285-5	72.77	68.57	66.47	61.57	55.97
4	978-1-4310-0909-1	198.77	197.37	195.97	194.57	193.17
5	978-1-4310-0911-4	198.77	197.37	195.97	194.57	193.17
6	978-1-4310-0913-8	198.77	197.37	195.97	194.57	193.17
4	978-1-4310-0908-4	95.17	89.57	87.47	80.47	72.77
5	978-1-4310-0910-7	97.27	90.97	88.87	81.87	74.17
6	978-1-4310-0912-1	98.67	93.07	90.27	83.27	75.57
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-0-199-04903-5	48.95	48.95	47.95	46.95	46.95
5	978-0-199-05679-8	51.95	50.95	49.95	48.95	48.95
6	978-0-199-04657-7	53.95	52.95	51.95	50.95	50.95
4	978-0-139-05170-0	104.95	103.95	101.95	100.95	98.95
5	978-0-139-04511-2	104.95	103.95	101.95	100.95	98.95
6	978-0-195-99646-3	104.95	103.95	101.95	100.95	98.95
4	978-0-199-05827-3	64.95	63.95	62.95	61.95	60.95
5	978-0-199-05751-1	65.95	64.95	63.95	62.95	62.95
6	978-0-199-04908-0	67.95	66.95	65.95	64.95	64.95
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)

**Annexure A 1**

Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-0-636-13866-7	64.95	61.95	58.95	55.95	55.95
5	978-0-636-13867-4	72.95	69.95	66.95	62.95	62.95
6	978-0-636-13868-1	76.95	73.95	70.95	66.95	66.95
4	978-0-636-13694-6	135.95	132.95	129.95	125.95	125.95
5	978-0-636-13695-3	135.95	132.95	129.95	125.95	125.95
6	978-0-636-13697-7	135.95	132.95	129.95	125.95	125.95
4	978-0-636-11973-4	80.95	76.95	73.95	69.95	69.95
5	978-0-636-11974-1	86.95	82.95	78.95	74.95	74.95
6	978-0-636-11975-8	88.95	84.95	80.95	76.95	76.95
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-1-4310-1307-4	67.87	63.67	62.27	57.37	51.77
5	978-1-4310-1308-1	72.07	67.87	65.77	60.87	55.27
6	978-1-4310-1285-5	72.77	68.57	66.47	61.57	55.97
4	978-1-4310-0909-1	198.77	197.37	195.97	194.57	193.17
5	978-1-4310-0911-4	198.77	197.37	195.97	194.57	193.17
6	978-1-4310-0913-8	198.77	197.37	195.97	194.57	193.17
4	978-1-4310-0908-4	95.17	89.57	87.47	80.47	72.77
5	978-1-4310-0910-7	97.27	90.97	88.87	81.87	74.17
6	978-1-4310-0912-1	98.67	93.07	90.27	83.27	75.57
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-0-199-04903-5	48.95	48.95	47.95	46.95	46.95
5	978-0-199-05679-8	51.95	50.95	49.95	48.95	48.95
6	978-0-199-04657-7	53.95	52.95	51.95	50.95	50.95
4	978-0-139-05170-0	104.95	103.95	101.95	100.95	98.95
5	978-0-199-04511-2	104.95	103.95	101.95	100.95	98.95
6	978-0-195-99646-3	104.95	103.95	101.95	100.95	98.95
4	978-0-199-05827-3	64.95	63.95	62.95	61.95	60.95
5	978-0-199-05751-1	65.95	64.95	63.95	62.95	62.95
6	978-0-199-04908-0	67.95	66.95	65.95	64.95	64.95
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)



No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
3866-7	64.95	61.95	58.95	55.95	55.95
3867-4	72.95	69.95	66.95	62.95	62.95
3868-1	76.95	73.95	70.95	66.95	66.95
3694-6	135.95	132.95	129.95	125.95	125.95
3695-3	135.95	132.95	129.95	125.95	125.95
3697-7	135.95	132.95	129.95	125.95	125.95
1973-4	80.95	76.95	73.95	69.95	69.95
1974-1	86.95	82.95	78.95	74.95	74.95
1975-8	88.95	84.95	80.95	76.95	76.95
No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
1307-4	67.87	63.67	62.27	57.37	51.77
1308-1	72.07	67.87	65.77	60.87	55.27
1285-5	72.77	68.57	66.47	61.57	55.97
0909-1	198.77	197.37	195.97	194.57	193.17
0911-4	198.77	197.37	195.97	194.57	193.17
0913-8	198.77	197.37	195.97	194.57	193.17
0908-4	95.17	89.57	87.47	80.47	72.77
0910-7	97.27	90.97	88.87	81.87	74.17
0912-1	98.67	93.07	90.27	83.27	75.57
No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
04903-5	48.95	48.95	47.95	46.95	46.95
05679-8	51.95	50.95	49.95	48.95	48.95
04657-7	53.95	52.95	51.95	50.95	50.95
05170-0	104.95	103.95	101.95	100.95	98.95
04511-2	104.95	103.95	101.95	100.95	98.95
99646-3	104.95	103.95	104.95	100.95	98.95
05827-3	64.95	63.95	62.95	61.95	60.95
05751-1	65.95	64.95	63.95	62.95	62.95
04908-0	67.95	66.95	65.95	64.95	64.95
No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)

## Annexure A 1

Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-0-636-13866-7	64.95	61.95	58.95	55.95	55.95
5	978-0-636-13867-4	72.95	69.95	66.95	62.95	62.95
6	978-0-636-13868-1	76.95	73.95	70.95	66.95	66.95
4	978-0-636-13694-6	135.95	132.95	129.95	125.95	125.95
5	978-0-636-13695-3	135.95	132.95	129.95	125.95	125.95
6	978-0-636-13697-7	135.95	132.95	129.95	125.95	125.95
4	978-0-636-11973-4	80.95	76.95	73.95	69.95	69.95
5	978-0-636-11974-1	86.95	82.95	78.95	74.95	74.95
6	978-0-636-11975-8	88.95	84.95	80.95	76.95	76.95
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-1-4310-1307-4	67.87	63.67	62.27	57.37	51.77
5	978-1-4310-1308-1	72.07	67.87	65.77	60.87	55.27
6	978-1-4310-1285-5	72.77	68.57	66.47	61.57	55.97
4	978-1-4310-0909-1	198.77	197.37	195.97	194.57	193.17
5	978-1-4310-0911-4	198.77	197.37	195.97	194.57	193.17
6	978-1-4310-0913-8	198.77	197.37	195.97	194.57	193.17
4	978-1-4310-0908-4	95.17	89.57	87.47	80.47	72.77
5	978-1-4310-0910-7	97.27	90.97	88.87	81.87	74.17
6	978-1-4310-0912-1	98.67	93.07	90.27	83.27	75.57
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)
4	978-0-199-04903-5	48.95	48.95	47.95	46.95	46.95
5	978-0-199-05679-8	51.95	50.95	49.95	48.95	48.95
6	978-0-199-04657-7	53.95	52.95	51.95	50.95	50.95
4	978-0-139-05170-0	104.95	103.95	101.95	100.95	98.95
5	978-0-199-04511-2	104.95	103.95	101.95	100.95	98.95
6	978-0-195-99646-3	104.95	103.95	101.95	100.95	98.95
4	978-0-199-05827-3	64.95	63.95	62.95	61.95	60.95
5	978-0-199-05751-1	65.95	64.95	63.95	62.95	62.95
6	978-0-199-04908-0	67.95	66.95	65.95	64.95	64.95
Grade	ISBN No	Price1 (1-10 000 copies)	Price2 (10 001-25 000 copies)	Price3 (25 001-50 000 copies)	Price4 (50 001-100 000 copies)	Price5 (Over 100 000 copies)