



OFFICE OF HEAD: EDUCATION

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CIRCULAR 17 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 LTSM – TEXTBOOK AND STATIONERY
FOR SECTION 21 QUINTILES 1, 2 AND 3 SCHOOLS**

DATE : 03 SEPTEMBER 2012

1. PURPOSE

The purpose of this circular is to:

- 1.1 Clarify to District Directors, principals of schools and Chairpersons of SGBs what was communicated in terms of Circular 16 of 2012 with regard to procurement of textbooks
- 1.2 Communicate the decision regarding the procurement of stationery for the 2013 academic year.

2. CIRCULAR 16 OF 2012

- 2.1 The intention of circular 16 of 2012 was to communicate to the schools the option of voluntarily participating in a centralized textbook procurement process.
- 2.2 Those schools that do not volunteer to participate may procure their own textbooks and funds that were withheld for this purpose will be transferred within 30 days of this circular, pending submission of proof of order of such textbooks.

Schools should after receipt of transfer of funds, submit copies of proof of delivery and payment.

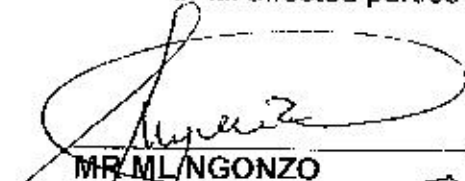
- 2.3 Individual schools that have presented problems with procurement of textbooks in the past and who do not volunteer to participate in the central procurement will be dealt with on an individual basis.
- 2.4 The deadline for submissions for School Governing Bodies to make representations and consent to their inclusion in the centralized procurement of textbooks or elect **NOT** to participate therein, is extended to 21 September 2012.
- 2.5 Failure to respond by 21 September 2012 will be deemed to be consent to their inclusion as mentioned above.

3. PROCUREMENT OF STATIONERY 2013

- 3.1 The department has cancelled the tender for the centralized procurement of stationery.
- 3.2 All schools are required to procure their own stationery for 2013.
- 3.3 A provisional list of recommended and accredited service providers will be made available to the schools which list will be amended in due course.
- 3.4 Schools are encouraged to use these service providers.
- 3.5 Funds that were withheld for this purpose will be transferred within the 30 days of this circular, pending submission of proof of order of such stationery from section 21 schools. Schools should after receipt of transfer of funds, submit copies of proof of delivery and payment.

4. CONCLUSION

- 4.1 Please note that Circular 16 of 2012 was not intended as a blanket withdrawal of the powers of school governing bodies but rather an urgent attempt to ensure the timely provision of textbooks to learners in the most cost effective manner.
- 4.2 The Department at all times attempts to act in the best interest of learners' constitutional right to basic education.
- 4.3 District Directors are to bring the contents of this circular to the urgent attention of all affected parties and monitor its implementation.



MR. M. NGONZO
ACTING HEAD OF EDUCATION