



Province of the  
**EASTERN CAPE**  
EDUCATION

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**MEMORANDUM**

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**TO :** Principals of Schools  
School Governing Bodies  
District Directors

**CC :** Cluster Chief Directors  
DDG IOM  
Chief Financial Officer  
Supply Chain Management Director  
LTSM Steering Committee

**FROM :** Acting SG and Accounting Officer

**SUBJECT :** Procurement of LTSM for the 2017 academic year

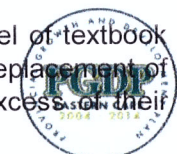
**DATE :** 14 September 2016

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## 1 Introduction

The Eastern Cape Department of Education (ECDoE) wishes to notify all relevant stakeholders that it intends on commencing with the procurement of textbooks for all public ordinary schools for the 2017 academic year. The ECDoE has the responsibility of ensuring that all learners in public ordinary schools have access to textbooks for all the subjects they take. The ECDoE believes that teachers have the right and responsibility to choose the textbooks they wish to prescribe for their classes, but that this must be done in a responsible and sustainable way considering the limited funds that are available.

The ECDoE has recently conducted a demand analysis to determine the level of textbook coverage in schools so that it could estimate the need for topping up and/or replacement of textbooks. The data suggests that some schools may have textbooks in excess of their requirements while others have shortages.





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The ECDoE therefore wishes to implement a system that will allow for 100% textbook coverage across all grades.

## 2 Process Description

The ECDoE has obtained the latest nationally approved textbook CAPS catalogues for Grades 1 – 12 and will be circulating these, together with requisition forms, to schools. The catalogues and requisition forms will be accompanied by a personalised summary sheet per school that shows the results of the ECDoE's demand assessment. Schools are required to use this data to inform their decisions regarding the number of textbooks they wish to procure. Schools will not be permitted to order books in excess of their actual enrolment and should be guided by the quantities in the demand assessment sheet.

Schools will be required to collect the textbook catalogue, requisition forms and demand assessment sheets from their relevant circuit offices from 20 September 2016 to 21 September 2016. Schools will be required to complete their requisition forms and return them to their circuit offices between 27 September 2016 and 28 September 2016.

District Managers and their staff will be required to consolidate the requisitions handed in by schools and deliver them to the Cluster Chief Directors, who will hand them in for capturing and processing. The ECDoE wishes to place orders shortly after the requisition deadline of 28 September so that textbooks can be delivered in time for the 2017 academic year.

No late requisitions will be accepted so all schools are requested to give this process their full cooperation. In the event that a school submits its requisitions late (or not at all) the ECDoE will review the textbooks it has ordered in the past and top up based on the results of the demand assessment. School Principals, Head of Departments and Teachers are therefore reminded that they have this opportunity to exercise their right to choose, but that the ECDoE reserves its right to overturn teacher choice if schools do not comply with the deadlines set out in this memorandum.

## 3 Funding

Over the past five years the ECDoE has bought sufficient quantities of CAPS textbooks to fulfil its requirements, yet several schools still report complaints of insufficient textbooks. The ECDoE's demand assessment has shown that many of these shortages are due to inefficient ordering at school level as well as poor textbook retention at school level. To fulfil its obligation of ensuring that all learners have the books they need the ECDoE has applied for special funding for the procurement of textbooks for the 2017 academic year. All public ordinary schools (i.e. schools with and schools without Section 21 (1) (c) function) will be required to participate in the requisition process as funding will be ring-fenced for textbooks. Schools therefore need to ensure that they are making the most cost effective decisions when selecting textbooks while still ensuring that the minimum textbook provisioning requirements (as per CAPS) are met.







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#### 4 Conclusion

All Teachers, Heads of Departments in Schools and School Principals are required to ensure that textbook selections are made and recorded within the specified deadlines. District Directors are to bring the contents of the memorandum to the urgent attention of all affected parties and to monitor its implementation. The DDG IOM and Cluster Chief Directors are required to oversee the entire process and ensure deadlines are met.

Your cooperation in ensuring that all learners have the learning materials they require is greatly appreciated.

SN Netshilaphala  
Acting SG and Accounting Officer

14/09/2016  
Date