



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT GENERAL

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA Tel: +27 (0)40-608 4208 •
Fax: +27 (0)40-6084672 • Website: www.ecdoe.gov.za Email: linda.lupondwana@ecdoe.gov.za

To : Cluster Chief Directors – A & B

All District Directors

All CMC Heads

All Circuit Managers

All School Principals

From : The Superintendent – General

Date : 12 August 2020

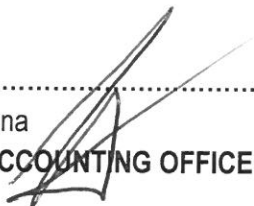
Subject : Quality and quantity checks in the provision of PPE's to schools - REF. No.:03-2020/21:
Emergency Bid No. 03-2020/21

1. All previous correspondence regarding the above subject matter is being acknowledged and should be read in conjunction with this correspondence.
2. The Department put in place control measures to ensure that value for money is derived at through this emergency process in the following manner:
 - 2.1 Issued out two (2) Instruction Notes to Suppliers directing them to conform to timeframes, quality and quantities as per the specification and consignment received from the Department.
 - 2.2 A template in a form of a PoD was provided to Suppliers where Principals must indicate that the PPE's received is in good order in terms of quality and quantity before signing off. This control measure enables the Department to effect payment upon received of signed PoD's received from Principals.
 - 2.3 A memo dated 15 June 2020 was issued to all Principals reminding them to ensure that the Department receives good quality and quantity of PPE's and that any inferior or inadequate PPE's must be immediately reported to their district offices.

3. It is against this background, and due to a number of complaints received through social media, that the Department again appealing to all school principals to report any deficiencies regarding PPE's to their district offices as reporting through social media is condemned in the strongest terms.
4. ***It must be noted and emphasised that the Department shall affect payment to PPE Suppliers based on the signed off PoD's received from school principals and items delivered.***
5. As a further control measure and to ensure that value for money is derived at all times, all school principals must again provide the Department with the following feedback by completing the attached survey and return the completed survey form to their respective District offices by no later than 20 August 2020. The following are the key areas that must be completed or rated:
 - Name of District
 - Name of school
 - Emis Nr of school
 - Rating of the quality of PPE's – Good, fair (moderate) or Poor
 - Are quantities received in accordance with the order quantities issued out by the Department
 - Are the PPE's safely kept in the school? Indicate where it is kept.
6. Once again, school principals are reminded that they are responsible to receive and sign off on the quantities and quality of PPE material delivered therefore this function shall not be delegated to unauthorized personnel. The control measure that was introduced is the basis for the Department to effect payment to Suppliers.
7. The contents of this communication with the attached survey must be brought to the attention of all School Principals immediately to ensure feedback is received by the 20 August 2020.

Yours in Quality Basic Education.

.....
Mr TS Kojana
SG AND ACCOUNTING OFFICER - ECD&E



12/08/2020
.....
Date



SURVEY QUESTIONNAIRE ON THE PROCUREMENT AND SUPPLY OF PPE's TO SCHOOLS

Name of school EMIS No Occupation.....

Name of Principal District

On a scale of 1-5 please kindly rate the procurement and supply of PPE's to your school using the following rating scores:

1.Strongly disagree. 2 Disagree 3 Not sure 4 Agree 5 Strongly Agree

NO	SURVEY QUESTIONS	Rating Cohort 1	Rating Cohort 2
1	The PPE's were supplied on time as per the phase in of grades		
2	The quality of PPE's supplied are good		
3	The quality of PPE's supplied is fair/satisfactory		
4	The quality of PPE's supplied is poor		
5	The quality of the masks supplied is good, but the quality of sanitizers is not good		
6	The quality of the sanitizers supplied is good, but the quality of the masks is not good		
7	Both sanitizers and masks are of good quality		
8	All educators and learners have been supplied with the required two masks per educator/learner		
9	Some educators and learners have not received the required two masks...		
10	All educators and learners wear face masks always in the school...		
11	Only some educators and learners wear face masks always in the school...		
12	Only some educators and learners wear face masks sometimes in the school		
13	Some educators and learners do not wear face masks at all		
14	All educators and learners sanitize their hands regularly		
15	Some educators and learners do not sanitize their hands at all		
16	Some educators and learners sanitize their hands occasionally		
17	The use of the PPE's will certainly reduce the rate of infections in the schools		
18	The school ensures that the PPE's supplied to them are always kept safe		

Date of survey completed

Name of Service Provider (Cohort 1)

Name of Service Provider (Cohort 2)

I hereby acknowledged that I /or my delegate have signed off the PoD's received from Suppliers that enable the Department to effect payment.

Signature of Principal

School Stamp