Province of the

EASTERN CAPE

EDUCATION

Steve Vukile Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605
REPUBLIC OF SOUTH AFRICA * Website: www.ecdoe.gov.za
Enquiries: S. MNGUNI

TO:	**ALL DDG'S** **ALL CHIEF DIRECTORS AND DIRECTORS** **ALL PRINCIPALS** **ALL SGB ASSOCIATIONS** **ORGANISED LABOUR**
FROM:	**ACTING SUPERINTENDENT-GENERAL**
SUBJECT:	**INSTRUCTION NOTE 51 - PROVISIONING OF PPE'S FOR SCHOOL: JANUARY 2021 TO MARCH 2021**
DATE:	**21 JANUARY 2021**

1. The department is starting the new year on a very sad note after losing many of our Colleagues in schools and offices, let alone the Head of Department, to this gruesome and merciless Corona Virus.

2. We are flooded with caution from all fronts on measures we need to put in place as we approach the commencement of the new academic year in the light of Adjusted Level 3.

3. This memorandum therefore seeks to provide guidance to schools and District Offices on ensuring a safe landing environment for staff and learners when schools re-open at a date determined by Government in the spirit that that the lives of our learners, teachers and non -teaching staff lives matter.

4.1 Schools are hereby authorised to procure PPEs from resources available in their accounts which may include utilizing savings realized in any area in the School's account.

4.2 Additional funds from the HIV/AIDS grants will be transferred to schools to augment whatever is available in the school's coffers.

4.3 Procurement should be a top-up on what was available when schools closed in December 2020.

4.4 This is a once-off concession which should be enough to cover the period between opening in 2021 and the end of the first school term.

4.5 Prescribed procurement procedures must be followed at all times.

4.6 All records must be kept for audit purpose.

5 The department has developed Standard Operating Procedures (SOPs) to guide the above-mentioned process. Any deviation from the procedures must be sanctioned by the District Director.

6 The list of suppliers who were previously engaged when we procured PPEs at the beginning of the pandemic is herewith attached for ease of reference and pricing must comply with the National Treasury instruction notes.

7 Districts are urged to support schools in ensuring that no school opens without the necessary PPEs which comply with the stipulated quality and quantity standards as specified by Department of Health. Specifications are herewith attached in this regard.

8 Districts are also required to verify the consignment acquired by the schools within seven (7) days of opening of schools.

Kind Regards

R Tywakadi
Acting Superintendent General

21/01/2021

Date

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OFFICE OF THE SUPERINTENDENT GENERAL
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Website: www.ecdoe.gov.za: Email: thembani.mtyida@ecdoe.gov.za ; Tel: 040-602 7016

MEMORANDUM

TO : DEPUTY DIRECTORS GENERAL
CHIEF DIRECTORS
DIRECTORS
PRINCIPALS OF SCHOOLS
ORGANISED LABOUR
SGB ASSOCIATIONS

FROM : ACTING SUPERINTENDENT GENERAL

DATE : 25 JANUARY 2021

SUBJECT : STANDARD OPERATING PROCEDURES (SoP) IN THE PROVISION OF PPEs FOR SCHOOLS

Enclosed please find the process to be followed in the provisioning of PPE's for schools.

1. **School Governance and Management**.

- The Finance Committee at school level to convene a meeting as soon as possible to determine:
  - ➢ Stock on hand and ensure proper recording as follows:
    - o Stock on hand is properly documented in the prescribed format. (Template - Annexure A)
    - o The stock that is on hand is duly verified and authorised.
  - ➢ Latest updated numbers of learner, teacher, and non-teaching staff including the SST's.
  - ➢ Reconcile stock on hand with the latest updated figures to determine the quantity of PPE's to be procured for the school.
- Principals must ensure that all PPE's are kept in a safe place in a secure environment on the school premises.

2. **Procurement of PPE's**

- The school can contact the same supplier/s that delivered PPE's to the school previously if you were satisfied with the service.
- If not, select a Service Provider from the departmental database, preferably from a local supplier to promote local economic development.
- The specification indicating the description and quality of the items is attached hereto (Annexure B) to guide Principals in the procurement of PPE's.
- National Treasury is updating prices on a regularly basis and can be verified against the National Treasury Price list which can be obtained from the link: http://ocpo.treasury.gov.za/Buyers_Area/Legislation/Pages/Practice-Notes.aspx
- SCM Heads at district level can be contacted if there are challenges in accessing the link.
- Schools can contact their circuit managers for guidance who will liaise with SCM Heads in Districts if they experience any challenges in the procurement of PPE's.
- The Finance Committee can still negotiate price within the price range guidelines provided by the Department.
- Prices may be less than the National Treasury prices but cannot exceed the prices issued out by National Treasury to realise savings.
- Service Providers who conducted themselves in an unethical manner during the first process by providing substandard PPE's to schools must not be considered by schools.
- The Service Providers who conducted them in unethical manner which is known to the department will be taken off from the departmental database.
- It must be noted that the Principal and the Finance Committee is responsible and accountable for the correct quality, quantity, and the right price in the procurement of PPE's for schools.

3. **Matters for Audit purposes**

- All documentation, including minutes of the meetings, must be kept in the procurement file for audit purposes.
- All schools are requested to submit the following information in the attached templates:
  - Final numbers of learners, teachers and non-teaching staff to the Department two weeks after school has commenced for learners.

- Information on procurement of PPE. (Annexure C)
- Information on distribution and utilisation of PPE on learners, teachers and non-teaching staff. (Annexure D)

All School Principals are urged to comply with the departmental specification, processes and procedures as outlined above to ensure that all staff at the school are protected against this second wave which is vicious and spreading more rapidly than the previous one.

Yours in Quality Education!!

Kind Regards

R Tywakadi
Acting Superintendent General

28/01/2021

Date

ANNEXURE A

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PERSONNEL PROTECTIVE EQUIPMENT PROCUREMENT CONTROL SHEET

DISTRICT	Buffalo City Metro	**Name of the Principal:**
NAME OF THE SCHOOL	Wesbank High School	**Period:** First Quarter 2021

	Description (Face Cloth Mask, Sanitisers, Thermometers	Supplier Name	Unit Price	Quantities on hand	Stock Balance	Remarks
1	Face Cloth Masks	PPE Ltd	R35,00	100	150	
2						
3						
4						
5						
6						
7						
8						
9						
10						

Captured By:	**Signature:**		**Date:**	
Verified By:	**Signature:**		**Date:**	

Explanatory Comments:	
Description:	Description of the item required. (Face Cloth Masks, Thermometers, Sanitisers)
Supplier Name:	Name of the place or institution FROM which the goods have been ordered.
Unit Price:	Cost of the item
Quantities on Hand	Quantity on hand before new items are ordered.
Quantity Received:	Number of items delivered to the school by the supplier (expressed in issue unit)
Stock Balance	Stock balance = Remaining stock on closure of schools in December 2019
Remarks	Comments pertaining the procurement

ANNEXURE B -SPECIFICATION AND NT PRICE LIST Prices as per National Treasury Instruction Note No.11 of 2020/21		
PRODUCT SHORT DESCRIPTION	PRODUCT LONG DESCRIPTION	PRICE(ZAR) VAT Incl + DISTRIBUTION COST
Apron	Apron, plastic, full body, single use, no-noise smooth plastic material Length from neck: not less than 110cm Width: not less than 65cm Thickness: 25 microns Ties length: not less than 50cm Width: not less than 5cm	R190.00
Digital thermometer	Digital Body Thermometer INFRARED NON CONTACT	R992.00
25l hand sanitizers	Sanitizer, with not less than 70% alcohol must comply to WHO-recommended hand rub formulations	R1,995.00
25 germ killer	Sanitizer, with not less than 70% alcohol must comply to WHO-recommended hand rub formulations	R1,995.00
Biohazard bags	Bright red color PP bags are easy to open and are used to dispose used Micro tips, Tubes and other plastic products, made of 60 micron /240 gauge thickness	R130.00
White paper towel - for floor (industrial)	White paper towel: Paper width 205mm, roll length 1,5m, 1 ply paper (replacement for floor and wall mounted roller stand. Roll internal 30mm, roll outside 368mm	R611.80

ANNEXURE B -SPECIFICATION AND NT PRICE LIST Prices as per National Treasury Instruction Note No.11 of 2020/21		
PRODUCT SHORT DESCRIPTION	**PRODUCT LONG DESCRIPTION**	**PRICE(ZAR) VAT Incl + DISTRIBUTION COST**
Cloth mask	Cloth / Fabric Masks (Non-branded) - Non-woven to woven high yarn density and small spaces between particles. - 35/65 poly cotton - Masks should have 2 outer layers and 1 inner layer (filter, barrier efficiency of 75%) - covering at least 50% of the length of the nose and fit to 25mm under the chin - Must have elastic strings to secure masks to face; - A guide must be supplied with a mask on how to wear and how to care for it;	R25.00
Examination gloves non sterile	Gloves, examination, nitrile, powder-free, non-sterile, single-use Gloves should have long cuffs, reaching well above the wrist, ideally to mid-forearm. Sizes: small, medium, large.	R195.00

ANNEXURE C

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PERSONNEL PROTECTIVE EQUIPMENT PROCUREMENT CONTROL SHEET

DISTRICT	Buffalo City Metro	**Name of the Principal:**
NAME OF THE SCHOOL	Wesbank High School	**Period:** First Quarter 2021

	Order Date	Description (Cloth Mask, Sanitisers, Thermometers	Supplier Name	Unit Price	Quantity Ordered	Order Amount Authorised by Finance Committee	Quantity Received	Date of Receipt	Stock Balance	Remarks
1	25/01/2021	Face Masks	PPE Ltd	R35,00	100	R3 500,00	100	10/02/2021	150	
2										
3										
4										
5										
6										
7										
8										
9										
10										

Captured By:		**Signature:**		**Date:**	
Verified By:		**Signature:**		**Date:**	

Explanatory Comments:	
Order date:	Date the stock is ordered using the following format: Day/Month/Year.
Description:	Description of the item required. (Face Cloth Masks, Thermometers, Sanitisers)
Supplier Name:	Name of the place or institution FROM which the goods have been ordered.
Unit Price:	The agreed upon price with the supplier
Quantity Ordered:	Quantity ordered as approved by Finance Committee (expressed in issue unit).
Quantity Received:	Number of items delivered to the school by the supplier (expressed in issue unit)
Date of Receipt	Date the stock was received by the school using the following format: Day/Month/Year.
Stock Balance	Stock balance = Stock on Hand + Quantiy received
Remarks	Comments pertaining the procurement

ANNEXURE D

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PPE DISTRIBUTION CONTROL SHEET

DISTRICT	Buffalo City Metro	**Name of the Principal:**
NAME OF THE SCHOOL	Wesbank High School	**Period:** First Quarter 2021

	Distribution Date	Description (Cloth Mask, Sanitisers, Thermometers	Quantity Distributed	Distributed To (Unit)	Received By	Stock Balance	Remarks
1	15/02/2021	Face Masks	100	Grade 12A	Mr. Principal	150	
2							
3							
4							
5							
6							
7							
8							
9							
10							

Captured By:		**Signature:**		**Date:**	
Verified By:		**Signature:**		**Date:**	

Explanatory Comments:	
Distribution date:	Date the stock is issued using the following format: Day/Month/Year.
Description:	Description of the item issued. (Face Cloth Masks, Thermometers, Sanitisers)
Quantity Distributed:	Quantity issued expressed according to the Issue Unit.
Distributed to:	The name or description of the unit TO which items have been issued to. (Grade 12A/Mr. Teacher/Mr. Principal etc.
Received By:	Name of the person received the items on behalf of the requisitioning unit.
Stock Balance	Stock balance = Stock on Hand less quantity issued out.
Remarks	Comments pertaining the distribution