



OFFICE OF THE CHIEF DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME
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MEMORANDUM

**TO : DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALIST
CMC MANAGER
CIRCUIT MANAGERS**

CC : NSNP MONITORS

FROM : DIRECTOR – NSNP


DATE : 18 OCTOBER 2024

**SUBJECT : PROCUREMENT OF NSNP- SIX MONTHS
PERIOD (OCTOBER 2024 TO MARCH 2025).**

1. The NSNP aims to provide a cooked meal to more than 9 million learners nationally, in quintile 1 to 3 public primary schools and secondary schools, as well as selected special schools. Funds are transferred on quarterly basis by the National Department to Provinces according to the Division of Revenue Act (DORA) as well as directives from DBE and National Treasury.
2. Every Province selected its model for procurement of products and services related to NSNP implementation. In 2011, the Eastern Cape Province changed from centralised procurement model to a decentralised procurement model.
3. One of the findings from the AGSA management report indicates that there is non-compliance with adherence to procurement processes every year. This also led the schools to deviate from the menu or not feed the learners at all when procurement processes are not followed.
4. Alfred Nzo East is the only compliant District in respect of the timeous submission of the database of contracted service providers for the procurement of NSNP.
5. It is against this background that Districts and schools should ensure that they comply with procurement practices using the NSNP procurement standard forms. Any school that does not comply with the procurement directive, in the NSNP Implementation Guidelines, must record their deviation and reasons in the school- based NSNP and Finance committee minutes.
6. Schools that have not yet submitted the procurement documentation should submit to the District NSNP Office in line with NSNP Procurement Standard Forms, on or before the 25th of October 2024.

PROCUREMENT OF NSNP FOR THE SIX MONTHS PERIOD (OCTOBER 2024 TO MARCH 2025)

7. Districts are expected to submit the database of service providers contracted by schools for the forthcoming period of six months (**October 2024 to March 2025**), in line with the NSNP Guidelines on or before the **31st of October 2024**.
8. This is to ensure that schools are ready to feed learners, when schools open in January 2025.
9. Attached are the NSNP Procurement School Documentations for reference.

Yours in Quality Education

MS V.E. WITBOOI
DIRECTOR- NSNP

21 October 2024
DATE

School Specific Supplier Quotation Sheet

School Name		Supplier Name					
Column no. A		Number of NSNP Learners					
Category	Product	Description(Brand/ product	C	D	E	F	
			Unit	20 Days Quantity	Unit Cost (Rands)	Total 20 Days Cost(Rands)	Comments
DRY GROCERIES	Instant Flavoured Maize Meal		Kg				
	Instant Flavoured Sorghum Porridge		Kg				
	Samp		Kg				
	Maize Meal		Kg				
	Rice		Kg				
	Sugar Beans		Kg				
	UHK Milk	Cross out if Amasi chosen		Kg			
	Pilchards in Toamto	Select one tin size & cross out the other		Litres			
				g			
				g			
20 DAYS COST- DRY GROCERIES							
PASTEURISED AMASI	Cross out if UHT milk selected above		Litre				
			Litre				
20 DAYS COST- PASTEURISED AMASI							
POULTRY	Processed Chicken livers Chicken with bones	Select one product & cross out the other	Kg				
			Kg				
20 DAYS COST- POULTRY							
FRUIT & VEG	Yellow/Orange/ Red Vegetables Green Vegetables Fruit in Season		Kg				
			Kg				
			Kg				
20 DAYS COST- FRUIT & VEG							
					TOTAL 20 DAYS COST		

I hereby declare that prices quoted above are inclusive of transport to the school and are:

- (a) Valid for a period of ___ months from ___ to ___
- (b) Based on deliveries of "DRY GROCERIES" being made once per month
- (c) Based on deliveries of "PERISHABLES" (fruit/ veg, amasi, poultry) being made once once per week

I/ we hereby also declare that:

- (d) Products will be clearly and correctly labelled and supplied in original manufacturer packaging (no repackaging)
- (e) Products will be stored and transported to the school under hygienically acceptable conditions.
- (f) Maize Meal will be fortified in line with government specs and bear the appropriate logo.
- (g) Milk will be full cream UHT (Ultra High Temperature).
- (h) Amasi will be Pasteurised.
- (i) Fruit and Vegetables will be fresh and free from damages and blemishes.

Full Name	
Capacity	
Date	
Signature	
Company Stamp	

NSNP SUPPLIER EVALUATION SHEET

						SCHOOL NAME			
Supplier Name	Total Weekly Costs (Rands)							Price Ranking	Comment on Supplier capability to manage the business(reliability, quality, capacity etc)
	Dry Groceries	Pasteurised Amasi	Poultry	Fruit & Veg	Total				
WEEKLY COST CHOSEN									
		20 Days Food Budget							
We hereby select		Supplier Name	to supply		Categories	Reason for Selection			
We hereby select			to supply						
We hereby select			to supply						
Approved by Procurement Committee									
Principal	Name/s and Surname				Date		Signature		
Committee Convener									
Committee Member									

Affix School School Stamp

SERVICE LEVEL AGREEMENT

Entered into by and between

Duly represented herein by _____ in his/her Capacity as the Chairperson of the School Governing Body and duly authorized hereto.
(Hereinafter referred to as "The School")

AND

Duly represented herein by _____ in his/her capacity as the _____ and duly Authorized hereto.
(Hereinafter referred to as the "Supplier")

Preamble

Whereas the School has procured the service from the Supplier for the supply of goods for the purpose of implementing the National School Nutrition Programme at the School;

AND Whereas the Supplier

1. Acknowledges that he/she has understood the contents of the School Specific Supplier Quotation Sheet (attached as Appendix 1 to this agreement) and
2. Agrees that he/she has the capacity to provide the service as requested by the School;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**PRODUCTS TO BE SUPPLIED:**

1. The Supplier will supply the products as reflected on the School Specific Supplier Quotation Sheet (attached as Appendix 1 to this agreement)

PERIOD OF SERVICE:

1. The Supplier will supply the above products to the School for the period of _____ as from _____ until _____

PRODUCT PRICING:

1. Prices for products should include transport to the School and will be as per the School Specific Supplier Quotation Sheet (attached as Appendix 1 to this agreement)
2. Prices may not be amended unless agreement is reached in writing with the School before the delivery is made

PRODUCT SPECIFICATIONS

1. The Supplier is to meet the required product specifications (where applicable)
 - o Milk must be Ultra Heat Treated (UHT);
 - o Amasi must be Pasteurised;
 - o Maize meal must be fortified according to government regulations and bear the appropriate logo;
 - o Soya must meet NSNP Approved Specifications (Protein content at least 24g per 100g dry product);
 - o Fruit and vegetables must be fresh and free from damages and blemishes;
2. All products must be clearly and correctly labelled with the following details:
 - o Quantity
 - o Manufacturers name and contact details
 - o Original manufacturers' expiry date
 - o Nutritional contents
 - o Mixing and or preparation instructions (where food items require mixing or reconstituting)
3. All products must be supplied in original manufacturer packaging (no repackaging/relabelling is allowed)

ORDERING:

1. The School will place an order which specifies the following for each product required:
 - o Description or brand (if applicable)
 - o Quantity required
2. The order should also specify the required delivery date and time

DELIVERIES:

1. Deliveries should be made at the time and date as specified on the School order
2. If the Supplier is unable to meet the time and/or date then the Supplier should immediately notify the School and discuss alternative options
3. If the Supplier is unable to supply the products as specified on the School order then the Supplier should notify the School and obtain permission to either:
 - o Supply an acceptable alternative product or
 - o Deliver the products at an agreed date at no extra cost to the School
4. The Supplier should provide a delivery note and Tax Invoice to the School at the time of the delivery

5. The School is responsible for inspecting the goods delivered and ensuring that they are in line with specifications and in acceptable condition
6. Damaged items should be identified and replaced by the Supplier at no extra cost to the School
7. Both parties should sign the delivery note to confirm that the correct quantities have been delivered and that all products are in an acceptable condition.

FOOD SAFETY:

1. It is the responsibility of the Supplier to ensure that the food must be stored and transported to the School under hygienically acceptable conditions
2. Food and non-food items (like chemicals) should be safely separated during storage and transportation
3. The transporting vehicle must be:
 - o Closed on all sides (with a canopy or a cover)
 - o Kept clean and sanitised (using hot water and bleach)
 - o Capable of maintaining the required temperature controls during transportation

PAYMENT PROCESS:

1. The unit prices on the Invoice must be the same as reflected on the School Specific Supplier Quotation Sheet
2. The School will only pay the Supplier after complete delivery of the order is done
3. No cash payments may be done to the Suppliers, only by cheque and or EFT
4. Cheque must be made out to the Supplier and not an individual

Parties choose as their respective domicilia citandi et executandi for the purpose of giving all notices either by hand, registered mail, facsimile, or electronic mail at the addresses set out below:

In case of the School

Tel No: _____
Email Addr: _____
Mark for attention: Mr/Ms _____

In the case of the Supplier

Tel No: _____
Email Addr: _____
Mark for attention: Mr/Ms _____

THUS DONE AND SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20....
 IN THE PRESENCE OF THE UNDERSIGNED WITNESSES.

AS WITNESSES:

1 _____

 2 _____

SBG CHAIRPERSON
Full name & ID _____ **Identity Number** _____

THUS DONE AND SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20.....
 IN THE PRESENCE OF THE UNDERSIGNED WITNESSES.

AS WITNESSES:

1 _____

 2 _____

For the Supplier
Full name & ID _____ **Identity Number** _____

Affix Supplier Stamp

Affix School Stamp