



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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LTSM Provisioning

To All: Deputy Directors-General
Chief Directors
Directors
District Directors
CES: Circuit Management
Circuit Managers
Principals of Public Ordinary Schools with Section 21(1)(c) Functions
Principals of Public Special Schools
School LTSM Committees
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 56 OF 2023

**PROCUREMENT OF TEXTBOOKS AND STATIONERY FOR 2023 ACADEMIC YEAR: GRADES 1 – 12:
SCHOOLS WITH FUNCTION C THAT OPT FOR SCHOOL-BASED PURCHASING**

1. This circular communicates school-based procedures for the purchase of textbooks and stationery for use in 2024.
2. **Financial Directive**
 - 2.1. Schools have been informed of their final LTSM allocations per KZN Circular No.49 of 2023. Availability of funds must be considered when compiling textbook and stationery requirements. In this regard, an appeal is made for Principals to use allocations in a way that brings optimum benefit to learners, as follows:-
 - 2.1.1. Schools which are experiencing an acute shortage of textbooks, may, in addition to the “30% Textbook” allocation, utilize the “30% LTSM Other” allocation for the purchase of textbooks.
 - 2.1.2. Conversely, audits and school inspections have revealed that there are schools which have surplus textbooks but continue to requisition each year for the sake of doing so. Such practice is considered to produce fruitless and wasteful expenditure and shall not be condoned.
 - 2.2. **Principals with sufficient textbooks are advised to indicate so on the enclosed LTSM Affidavit so that funds can be diverted towards classroom furniture. In cases where classroom furniture is also sufficient, such must be indicated on the LTSM Affidavit so that supplementary LTSM resources can be accessed.**
 - 2.3. In these cases, separate communiques will be sent out to guide schools on the process in accessing classroom furniture and supplementary LTSM.



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2.4. Schools are reminded ensure that the following have been furnished to the District Office since **overall financial compliance** is mandatory to transfer LTSM funds.

- Transfer and Subsidy Payment Compliance Certificate: 2022
- Annual Financial Statements for 2018 which was due by 30 June 2022

Please contact your District Norms & Standards Section for more information in this regard.

2.5. Schools which do not expect to attain **overall financial compliance** are directed to join the central procurement process so that learners are not disadvantaged.

3. LTSM Catalogues

3.1. Schools opting for school-based procurement (invitation of quotations) are informed that:-

3.1.1. **Stationery Selection:** The approved stationery items remains unchanged from previous years and may be consulted when drawing up requirements for invitation of quotations.

3.1.2. **Textbook Selection:** Selection of textbooks for the 2024 school year must be made from the enclosed approved catalogues.

- 2024 Academic Year – Primary School Textbook Catalogue: Grades 1 to 7
- 2024 Academic Year – Secondary School Textbook Catalogue: Grades 8 to 12
- 2024 Academic Year - State-Owned Textbooks Catalogue

3.2. **State-Owned Textbooks**

Should a school wish to expand its textbook selection to **state-owned publications, including material used in the Jika iMfundo reading programme**, then these must be requisitioned through the Department as such material is produced by the State. The requisition form titled “*Requisition for State-Owned Publications – 2023/2024*” can be found at the front of the catalogue and must be completed and sent to your Circuit Office by not later than **26 May 2023**.

3.3. Schools opting for central procurement must follow the directives contained in KZN Circular No 57 of 2023, a copy of which is enclosed. Requisition forms can be obtained from your District LTSM Officials whose details are attached to this circular.

3.4. Schools opting for central procurement of stationery may indicate so by completing the attached Form: Request to Procure Stationery through Central Procurement.

3.5. If Principals are not in possession of the respective catalogues, the district office LTSM official may be contacted for assistance. **Contact details of District LTSM Officials are attached hereto.**



4. **School-Based Procurement 2022/2023 – Procurement Process**

Schools are informed that the principles applied in 2022/2023 shall continue in 2023/2024, as follows:-

- 4.1. Form “Standardised Quotation Form – 2023/2024” shall be used and quotations shall be obtained separately for textbooks and stationery.
- 4.2. **When obtaining quotations for textbooks,**
 - Step 1: Schools must complete Section A with the general details of the school.
 - Step 2: Schools must complete Sections B1 and B2 by obtaining the necessary details for textbooks from the textbook catalogue/s including ISBN No; Title; Grade and **Unit Price**. Schools must consult their existing inventory when drawing up requirements.
 - Step 3: Schools must compute the total line cost by multiplying the quantity required by the unit price and calculate the total cost of the requirement.
 - Step 4: Once Steps 1; 2 and 3 have been completed, copies must be made for invitation of quotations from a minimum of three suppliers.
 - Step 5: Sections C1 and C2 must be completed by suppliers by indicating the percentage and value of the service charge, which must be all-inclusive i.e. including tax, transport cost; profit and any other charges. Quotation forms must be stamped and signed by the prospective supplier.
- 4.3. **When obtaining quotations for stationery,**
 - Step 1: Schools must complete Section A with the general details of the school.
 - Step 2: Schools must complete Section B1 with the required stationery description; unit (box; each; pack of 100 etc.) and quantity.
 - Step 3: Once Steps 1 and 2 have been completed, copies must be made for invitation of quotations from a minimum of three suppliers.
 - Step 4: Sections B2 and C1 must be completed by suppliers by indicating unit price and total price, which must be all-inclusive i.e., including tax, transport cost; profit and any other charges. Quotation forms must be stamped and signed by the prospective supplier.
- 4.4. Suppliers invited to quote for textbooks and / or stationery must furnish a certified copy of a valid tax clearance certificate.
- 4.5. Suppliers must be furnished with a declaration of interest form (SBD4) for them to complete and return together with the quotation.
- 4.6. SGB members must complete a declaration of confidentiality and impartiality. School LTSM Committees must complete the form declaring functionality and confirming details of LTSM committee members (forms attached).



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- 4.7. The quotations must be evaluated by the school finance committee, the findings and recommendation of which must be entered onto a comparative schedule (EF58).
- 4.8. No quotation for textbooks shall be recommended for order placement if the price quoted exceeds 27% of the catalogue price. In such cases, the supplier of the most favorable quotation **must be re-approached** and price must be negotiated within the stipulated ceiling of 27%.
- 4.9. Schools are directed to invite quotations with urgency to afford suppliers sufficient time to quote. Quotations must be valid until 30 November 2023 as it is envisaged that transfers shall be completed by then.
- 4.10. The standardised quotation forms with their respective SBD4 forms and tax clearance certificates must be forwarded under cover of an EF58 and Declaration of Confidentiality & Impartiality Form to the Circuit Office. **The deadline for the submission of these documents is 23 June 2023.**
- 4.11. The deadline serves for the submission of quotations for both textbooks and stationery. As late deliveries are a consequence of late submission of quotation documents, the Department shall assume responsibility for LTSM supplies in ALL cases where schools fail to meet the deadline.
- 4.12. Principals are reminded to observe Section 16A of The South African Schools' Act No. 84 of 1996, as amended when undertaking school-based procurement of LTSM.

5. Placement of Orders

- 5.1. No orders shall be placed by schools until written notification is received from the Department that funds are available for transfer. This precaution must be observed so that suppliers are not disadvantaged with non-payments or late payments.
6. Your co-operation is highly appreciated.

Mr G N Ngcobo
Head of Department: Education

Date: 04 May 2023