

## S21c Checklist (School-Based Purchasing: 2023/2024)

**The Deputy Manager: SCM and Finance**

### PROCUREMENT OF TEXTBOOKS & STATIONERY: 2024 ACADEMIC YEAR: CHECKLIST IN RESPECT OF SCHOOL-BASED PROCUREMENT: SECTION 21(C) SCHOOLS

The procurement documents, as requested for in KZN Circular No. 56 of 2023, have been received from:

Name of School: BLACKBANK PRIMARY SCHOOL EMIS No: 500110445 District: amajuba

The documents have been checked and found to be correct, as listed hereunder: -

Checking Criteria	TEXTBOOKS
1. Have 3 quotations been obtained?	yes
2. Does the recommended company have a valid tax clearance certificate	yes
3. Has the recommended company declared its interests? (SBD4)	yes
4. Is the recommended quote the lowest offer?	no
4a. If not, Specify Why Not e.g. Lowest Quote is: Not to specification; Cannot deliver on Time. Does not have valid tax certificate; not valid until 30 November 2023	Yes it okay
5. Is the EF58 completed and signed off?	yes
6. Has the Form: <b>Details and Declaration of School LTSM Committee Members</b> been submitted?	yes
6. Has the Form: <b>Disclosure of Interests; Confidentiality &amp; Impartiality</b> been completed by the principal; SGB Chairperson & SGB Treasurer?	yes
<b>Quotation Value</b>	R20
<b>Catalogue Value</b>	R20
7. Funds have been utilized responsibly, prudently, and appropriately thereby ensuring that value for money has been obtained. Percentage Margin Over Catalogue Prices [does NOT exceed 27%]	yes  <div style="text-align: right; font-size: 1.2em;">10%</div>
8. Is the recommendation supported?	yes

<sup>1</sup>Copies of tax clearances are admissible. Originals have been obtained by the District Office and are available for inspection.

The documents have been checked and satisfy the requirements of KZN Circular No 56 of 2023.

Subject to financial compliance in terms of S43(5) of The South African Schools Act No 84, please transfer funds in respect of LTSM allocation.

Please ensure that transfers are minus the amount used for central purchase of textbooks and stationery.

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District LTSM Official      CES: Circuit Management      Date