To All: Senior General Managers
General Managers
Senior Managers
District Managers
CES: Circuit Management
Circuit Managers
Principals of all Public Schools without Section 21(1)(c) Functions

KZN CIRCULAR NO 62 OF 2013

PROCUREMENT OF TEXTBOOKS: PUBLIC SCHOOLS WITHOUT SECTION 21(1) (C) FUNCTION: 2014 ACADEMIC YEAR

1. Principals of Section 20 schools and Section 21 schools without function C are requested to furnish their textbook requirements for the 2014 academic year.

2. Textbook Catalogues

2.1 Selection of titles shall be made from the relevant approved catalogues titled: “2014”. Priority must be given to Grades 7, 8, 9 and 12 to support CAPS implementation in 2014. Priority must also be given to Natural Science & Technology textbooks for Grades 4, 5 and 6 since the Department shall not supply workbooks for this subject in 2014.

3. Textbook Displays

3.1 In order for schools to familiarise themselves with the approved books; their content and presentation, the Department has arranged for publishers to display approved titles for perusal and discussion.

3.2 Textbook displays are planned to take place from 16 July 2013 to 19 July 2013. A schedule of book display venues and dates is annexed hereto for schools to plan their attendance to gain insight into display material and ensure that an informed selection of titles is requisitioned for.

3.3 The textbook displays have been planned to add value to the provision of LTSM to learners. In this regard School LTSM Committees, the establishment of which was called for per KZN Circular No. 55 of 2012, must elect the appropriate staff to attend these displays so that optimal information can be gleaned from publishers regarding their textbooks and their relatedness to CAPS implementation.
4. Completion of Requisitions

4.1 Requisition forms are included in the catalogue. Please ensure that these are completed in neat, legible handwriting. Principals are cautioned against transcription errors which result in ordering incorrect titles. In the past, schools have been found to order teacher’s guides instead of learner’s books and vice-versa. Special care must also be taken on the medium of instruction (language that the book is written in) when ordering.

4.2 When completing requisitions, Principals must consult with school LTSM Committee members to ensure that:-

- All information required is provided and that information is correct and complete.
- Curriculum guidelines have been considered and adhered to as changes to requisitions may not be effected by schools once they have been submitted.
- The affidavit confirming the accuracy of the information is signed and attached. Non-submission of the affidavit shall constitute an incomplete requisition and will result in a default.
- The order does not exceed the budget of the school and a copy of the budget letter is attached.

5. Budget Guidelines

5.1 Schools have been informed of their total LTSM budgets which cover the purchase of textbooks, stationery and classroom equipment. The apportionment is 40% for textbooks, 30% for stationery and 30% for classroom equipment.

5.2 Schools are required to utilize the allocation for textbooks optimally via this requisitioning process as there will be no other requisitioning exercise to supplement textbook requirements at a later stage.

5.3 Requisitions may not exceed the budget allocation for textbooks. Schools which exceed their budget allocations shall have their requisitions reduced without such defaulting schools being consulted.

6. Submission of Requisitions

6.1 All requisitions must be submitted to the Circuit Office Requisitions may not be faxed.

6.2 Schools must retain a signed copy of the requisition for record purposes.

6.3 The deadline for the submission of textbook requisitions is 26 July 2013.

7. LTSM Intervention Policy

7.1 The Department is committed to ensuring that textbooks are delivered on time to all schools. Thus, the Department will not allow non-submission of requisitions or requisitions which exceed the budget to delay the procurement process for the entire Province.
7.2 In cases of non-submission of requisitions, the Department shall compile a requisition on the school’s behalf.

7.3 In cases where schools which exceed their budget allocations, the Department shall have their requisitions reduced without such defaulting schools being consulted.

8 Receipt of Textbooks

8.1 The managing agent is expected to commence deliveries of textbooks from 23 September 2013.

8.2 Upon receipt of consignments, the Principal or designated LTSM official shall verify deliveries. A proof of delivery document (POD) must be signed and stamped by the school, the original to be handed to the deliverer and the school must retain a copy for record purposes.

8.3 Deliveries will be effected as and when stock becomes available. It may thus transpire that several deliveries will be effected before the requisitioned quantities are received in full. Schools are reminded to check P.O.D’s carefully and only sign for goods that are being received in that particular consignment.

8.4 Schools are expected to prepare for deliveries (including after-hours deliveries) and availability of storage facilities.

8.5 Any discrepancies in the delivery must be reported to the Circuit Manager within a week of the delivery for follow-up and regularisation.

9. Principals in need of assistance to ensure compliance with the due date must contact their Circuit Manager, LTSM Support Staff at Circuit Offices and District Offices. Contact Details of District LTSM Officials are given on the attached Schedule.

10. Principals who fail to honour directives contained herein will be placing the ordering process for the entire Province in jeopardy and shall have to answer to the Head of Department for such defaults.

11. The co-operation of role-players in this requisitioning process will be appreciated, please.

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Head of Department – Education
Date: 31/5 / 07 / 04

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