TO: All Senior General Managers
General Managers
Head Office Managers and Staff
District Directors
NSNP Directorate: OHOD

KZN CIRCULAR NO. 039 OF 2014

APPOINTMENT OF SERVICE PROVIDERS TO THE NSNP FOR A PERIOD OF 3 MONTHS COMMENCING ON APRIL 7, 2014 ENDING JUNE 30, 2014

1. Following the approval by the HOD of a Supply Chain Management deviation in terms of Treasury Regulation 16A6.4 in regard to the appointment of service providers who have been servicing the NSNP up to the 31st March 2014, you are hereby requested to notify these service providers in your district to commence rendering the service as from Monday the 7th April 2014 to 30 June 2014.

2. This appointment is subject to you verifying that the service providers in your district comply with the following:
   a. Valid Tax Clearance Certificate
   b. Registration with the KZN Provincial Treasury Database
   c. Financial ability
   d. Logistics capability i.e. ownership or access to a delivery vehicle
   e. Completion of a new Supplier Entity Form
   f. No record of default
   g. No conflict of interest.
   h. Signing of a new Service Level Agreement

3. Service providers are expected to supply both perishable and non-perishable goods except for district where the department has entered into an agreement with a District Enterprise to supply perishable goods.

4. Service providers are to supply in accordance with the attached revised Menu 2014.

5. A copy of the new SLA is attached and an electronic version will be emailed to your district.

6. In the event that you encounter a situation where any of your service providers are not compliant with section 2 above, you are to notify the NSNP unit so that authority can be granted to follow a 3 quotation route to appoint a suitable service provider.

NKO SINATHI SP SISI, PhD
HEAD OF DEPARTMENT: EDUCATION

DATE: 

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Tel.: +27 33 382 1056 • Call Centre: +27 0360 596 363 • Email: sthabile@nginvest.co.za Web: www.kzneducation.gov.za... dedicated to service and performance beyond the call of duty
TO: GENERAL MANAGER - DISTRICT OPERATIONS MANAGEMENT
     DISTRICT MANAGERS
     CES / DEPUTY MANAGER RESPONSIBLE FOR NSNP
     ASSISTANT MANAGER RESPONSIBLE FOR NSNP

NSNP KZN CIRCULAR NO 40 OF 2014

SUBJECT: PROCEDURES TO BE FOLLOWED IN THE APPOINTMENT OF SERVICE PROVIDERS
TO THE NSNP FOR A PERIOD OF 3 MONTHS COMMENCING ON APRIL 7, 2014 ENDING JUNE 27,
2014

1. The contracts with the Service Providers appointed during the financial year 2013/14 lapsed on
March 31, 2014.

2. In light of the above, Circular No 39 Of 2014 was issued. However, in the event that during the
process of your verification, Service Provider do not comply with point 2 of Circular No. 39 of
2014, District will be expected to follow a full quotation process to appoint a suitable Service
Provider in line with deviation approved by the HoD:
   a) In line with Circular no. 39 of 2014, District should adhere to the process as articulated.
   b) Prepare and issue quotation pack to each participating Service Provider with the following
items;
      i. Invitation Letter
      ii. Proof that the invitation was collected by or faxed to the service provider should be
          provided
      iii. SBD 1
      iv. SBD 4 (Declaration of Interest)
      v. SBD 6.1
      vi. Pricing Schedule per School

3. Special Conditions
   a) Original Valid Tax Clearance Certificate (Failure to submit will lead to disqualification of
quote)
   b) For claim of BBBEE points, Certified BBBEE Certificate /Exemption Certificate should be
      submitted.
   c) Company Registration Document (Failure to submit will lead to disqualification of quote)
   d) Certified Copy of ID Documents per Director/Shareholder (Failure to submit will lead to
disqualification of quote)
e) As from April 1, 2012 Provincial Treasury notified Department that old database is being discontinued. Therefore the previous (old ZNT 000) Suppliers database registration number is no longer valid. Service Providers must ensure that they have new Database Number which appears as follows KZN 0000. However, in case of a temporal letter obtained from Provincial Treasury, the letter must not be older than three (3) months. For further guidance and assistance with Provincial Treasury Database Registration, contact 033 897 4215 or 033 897 4509. (Failure to submit will lead to disqualification of quote)

f) Financial Details (Bank Statement/ Letter of Good Standing from the Bank) (Failure to submit will lead to disqualification of quote)

g) Logistics Capability (Capacity to execute, e.g. ownership or access to a delivery vehicle) (Failure to submit will lead to disqualification of quote)

h) Entity Maintenance Form (If banking details have changed)

4. Upon receipt of the above documents, Districts should verify and issue Letter of Award to compliant Service Provider to commence rendering NSNP services to schools as listed in the Letter of Award.

5. Districts must submit all original copies of compliant documents including copy of Letter of Award to the NSNP Head Office in 145 Church Street, Davies Alexander Building.

6. On receipt of the above documents as articulated in point 2, 3 and 4, by the NSNP Head Office, the NSNP Directorate shall prepare Service Level Agreement (SLA) for the following signatories:
   i. NSNP Directorate
   ii. District Director
   iii. Service Provider
   iv. Witnesses

7. The NSNP Head Office shall prepare the following documents;
   i. EF 72 Requisition Form and Budget Approval
   ii. Facilitate issuing of orders and capturing on BAS

8. In the event that the Service Provider do not comply with Circular 039 of 2014, point 2 including special conditions of this Circular the following process shall apply;
   i. The District shall nominate a minimum of five (5) Service Providers to submit quotations
   ii. Point 2 (a), (b) and 3 shall apply as stated herein.
   iii. Quotation Documents should be issued on the same day
   iv. NSNP is an essential service, therefore three (3) days closing at 11am on the 4th day shall be given for return of all quotation documents.

9. Quotations shall be deposited in the quotation/tender box.

10. Only the delegated SCM officials shall publicly open the quotation/tender box.
11. The District Manager or his/her delegated official serves as an official observer of the opening process.

12. Price page of the quotation document must be stamped using Departmental/District stamp.

13. Quotations must be recorded in the Quotation Register and must be signed off by the delegated SCM officials.

14. Evaluation Process
   i. Confirm Point 2 (a), (b) and 3. (Attached Addendum A)
   ii. 80/20 Preference Points (Complete EF 58: Comparative Schedule)

15. Award Process
   i. Award to Service Provider who scored highest total number of points.
   ii. Draw of Lot: In cases where two or more Service Providers have scored equal points in terms of price and preference.

16. Draw of Lot Process:
   i. Chair by District Manager in the presence of quotation committee.
   ii. All proceedings must be recorded.
   iii. All records be kept Project File.
   iv. Project File be submitted to NSNP Head Office.

17. Signing of Final Award
   i. Refer to SCM Circular No. 34 of 2013

18. The Districts are advised to ensure that the above process should be completed as speedily as possible to avoid having learners going hungry for a number of days.

19. The affected feeding school/s ought to resume feeding once the Service Provider is in possession of copy of signed Letter of Award pending signing of Service Level Agreement (SLA).

Your co-operation in this regard will be highly appreciated.

Nkosinathi SP Sishi, PhD
Head of Department: Education

Date: 2014/04/11