To: Senior General Managers
   General Managers
   Senior Managers
   District Managers
   Deputy Directors – Auxiliary Services
   CESs – GET & FET Schools
   CESs – Circuit Management
   Circuit Managers
   Principals of Public Ordinary Schools
   Chairpersons of School Governing Bodies

KZN Circular No. 75 of 2014

DISTRIBUTION OF TEXTBOOKS TO PUBLIC ORDINARY SCHOOLS THAT PARTICIPATED IN CENTRAL PROCUREMENT AND DISTRIBUTION OF TEXTBOOKS FOR THE 2015 SCHOOL YEAR

1. All public ordinary schools that submitted requisitions for the central procurement and distribution of the 2015 textbooks managed by KwaZulu-Natal Department of Education through the services of the Managing Agent (Ndatabase Printing Solutions) will receive all their consignments by not later than 28th November 2014.

2. Principals of schools are hereby advised to carefully note the following:

2.1 Some schools requested textbook titles that were not on the approved national textbook catalogues. Such schools may receive alternative titles selected from the approved lists.

2.2 Textbook requisitions that exceeded budget allocations were reduced/adjusted as per paragraph 6.3 of KZN Circular No. 60 of 2014. Schools that submitted special requests in writing will, however, notice that their requests were considered by the Department.

2.3 Some textbook requisitions were received with transcription errors which the Department corrected where it was feasible.

2.4 For certain titles, some schools ordered more Teachers’ Guides than the Learners’ Books.

2.5 In some cases textbook requisitions were received with incomplete ISBN numbers, ISBN numbers that did not match the textbook titles or no ISBN numbers at all.
2.6 Should there be instances where publishers fail to deliver ordered titles on time, the Department will replace such titles with readily available alternative titles to ensure timeous delivery of all textbooks to schools ahead of the 2015 school year.

3. The Department has since compiled order schedules (School Order Confirmation: KZN LTSM 2014) reflecting textbook titles and quantities that each school will receive. Copies will be forwarded to the District LTSM Offices for transmission to schools.

4. Principals of schools are advised that for complete delivery of textbook orders, the Managing Agent may have to deliver more than once to the same school on different dates.

5. It is therefore important that principals carefully check the stock and sign delivery notes for stock received during each delivery until orders are complete.

6. School principals are reminded that school hours should be observed daily up to the last day of the school calendar to ensure smooth delivery at all times. If delivery cannot take place as a result of the school having been closed during school hours without written permission from the Department, the delivery truck will take back the consignment and the school concerned will have to fetch the consignment from the warehouse of the Managing Agent at its own cost.

7. Furthermore, principals of schools are advised to accept all textbook consignments distributed by the Managing Agent on behalf of the Department. All queries related to this process should be immediately communicated to the Circuit Managers and the District LTSM Officials for their immediate attention.

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

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