To: GENERAL MANAGER-DISTRICT OPERATIONS MANAGEMENT
DISTRICT MANAGERS
CESS RESPONSIBLE FOR NSNP
ASSISTANT MANAGERS RESPONSIBLE FOR NSNP
PRINCIPALS AND SGBS OF ALL FEEDING SCHOOLS

KZN NSNP CIRCULAR NO. 85 OF 2015

SUBJECT: APPOINTMENT OF NSNP SERVICE PROVIDERS FOR THE PERIOD
BEGINNING 01 APRIL 2016 AND ENDING 30 SEPTEMBER 2016

1. The current contracts of NSNP service providers will expire at the end of 31 March 2016.
2. In the light of the foreseeable delays in the NSNP tender process for the 2016-19 period, the Department in ensuring that the feeding of learners is not interrupted in April 2016 has resolved that the new service providers be appointed through a quotation system for the period beginning 01 April 2016 to 30 September 2016.
3. In line with this decision, the districts will be allowed to evaluate and award quotations in respect of NSNP and for this specific period up to the value of R500, 000.
4. The districts are required to note and adhere to the following in respect of this appointment process of service providers:
   a) The NSNP directorate will issue all the districts with a standard advertisement which will serve as an invitation for quotations from prospective service providers to be posted in all district offices, circuits, schools, departmental, municipal notice boards etc. to promote openness and transparency in the process.
   b) The invitation will be strictly opened for up to a maximum of 7 days including weekend and thereafter should be closed (refer to attached NSNP Management Plan).
   c) Each district will be given the clustering of all feeding schools to be also posted alongside the invitation for quotations.
   d) Each district will be given a minimum number of pre-numbered quotation documents by the Head Office to be issued to prospective service providers from which districts will be expected to make own sufficient copies in line with their need following the numbering sequence.

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e) Districts will be required to set up two respective committees for evaluation and awarding processes as per SCM regulations in which all awarding committees must strictly be chaired by the district directors.

f) As part of the evaluation process, districts will be further required to do vetting of all prospective service providers (using the information on SBD4) through the finance section.

g) As part of promoting equal opportunities and fair distribution of service, awarded service providers must strictly be allocated one cluster only, and the maximum learner enrolment per service provider shall therefore not exceed 3000 learners for the duration of the contract period.

h) All districts should take note that all awards will be subject to the final approval by the Head of Department following the quality assurance by the Head Office upon which the awarded service providers will be issued with appointment letters and orders created thereof.

5. In view of paragraph 4(h) above, districts should submit the following documentation to Head Office for verification and quality assurance purposes:

a) Standard comparative schedules (herein attached).

b) Electronic and hard copy lists as well as quotation documentation (including attachments) of all the awarded service providers.

c) Minutes of both the evaluation and awarding processes.

6. In ensuring the efficient and timeous execution of the above process, the NSNP Management Plan selection of service providers which must be strictly adhered to by all districts is herein attached for ease of reference.

7. Kindly communicate the contents of this circular to all concerned.

Nkeshani Sishi, PhD
Head of Department: Education

Date: 2016/02/01

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