



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Ms HB Khumalo/ Mr TJC Cele

Ref.: 13/9/1

Tel.: 033 846 5523

**CHIEF DIRECTOR - DISTRICT OPERATIONS MANAGEMENT
DISTRICT DIRECTORS
CES'S RESPONSIBLE FOR NSNP
DISTRICT FINANCIAL SERVICES
ASSISTANT DIRECTORS RESPONSIBLE FOR NSNP**

SCM CIRCULAR NO. 05 OF 2018

SUBJECT: PROCEDURES TO BE IMPLEMENTED FOR THE ADMINISTRATION OF NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) TENDER AT ALL DISTRICTS

1. The National School Nutrition Programme (NSNP) tenders attract a number of respondents and requires proper co-ordination of the administration process to ensure success of the project.
2. Procurement requirements dictate that certain critical functions be executed efficiently, amongst others being compulsory briefing sessions, issuing of tender documents, closing of the tender and capturing of the tender documents received.
3. It is against this backdrop that District Directors are requested to identify officials from Supply Chain Management and NSNP components at their districts that will be involved in the administration of the project. These teams should include NSNP Coordinators, one field worker and one administration officer per district as well as the Head of Finance and Head of Supply Chain Management.
4. All identified district officials are requested to adhere to the instructions detailed here below.
 - a. All district officials to be involved in this project will be advised by their district directors of their involvement and the duration of their involvement.

...Championing Quality Education - Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 247 Burger Street • Anton Lembede Building • Pietermaritzburg • 3201

Tel.: +27 33 392 1029 • Fax.: +27 033 392 1212 • Email: Nompumelelo.gasa@kzndoe.gov.za • Web: www.kzneducation.gov.za

Facebook: KZNDOE ... Twitter: @DBE_KZN ... Instagram: kzn_education ... Youtube: kzndoe

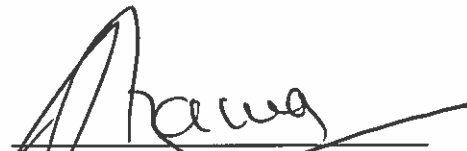


education

Department:
Education
PROVINCE OF KWAZULU-NATAL

SUBJECT: PROCEDURES TO BE IMPLEMENTED FOR THE ADMINISTRATION OF NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) TENDER AT ALL DISTRICTS

- b. All NSNP Coordinators, one field worker, one administration officer, the Head of Finance and Head of Supply Chain Management from each district are required to attend a training session for the administration of the project on Thursday, 01 November 2018 at DOKKIES, Auditorium from 10:00 to 14:00.
- c. All identified district officials will be trained by the above supervisors on the administration of the project, not later than Friday, 02 November 2018.


Dr. E. V. Nzama
Head of Department: Education

Date: 29/10/2018

...Championing Quality Education • Creating and Securing a Brighter Future

KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 247 Burger Street • Anton Lembede Building • Pietermaritzburg • 3201

Tel.: +27 33 392 1029 • Fax.: +27 033 392 1212 • Email: Nompumelelo.gasa@kzndoe.gov.za • Web: www.kzneducation.gov.za

Facebook: KZNDOE... Twitter: @DBE_KZN... Instagram: kzn_education... Youtube: kzndoe