



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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Supply Chain Management

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**TO: DEPUTY DIRECTORS-GENERALS
CHIEF DIRECTORS-DISTRICT OPERATIONS MANAGEMENT
CHIEF DIRECTOR-ADMINISTRATIVE SERVICES
DISTRICT DIRECTORS
DIRECTOR-FACILITIES MANAGEMENT AND AUXILIARY SERVICES**

SUPPLY CHAIN MANAGEMENT CIRCULAR NO 06 OF 2022

SUBJECT: CLEANING SERVICES FOR DISTRICT OFFICES PROCURED THROUGH HEAD OFFICE

1. The purpose of this circular is to provide clarity on the procurement of sanitation equipment.
2. Quotation documents made provision for service providers to quote on salaries and overheads for a period of nine (9) months however, for sanitation equipment the quoted amounts are a once-off and are for as and when required by the District/Head Office.
3. This was based on the assumption that sanitation equipment installed at District offices belong to the department. This implied that the service provider will provide on a need's bases, either where equipment is worn out or none existent.
4. The district will have to issue a separate EF72 to procure sanitation equipment as and when required in line with the prices quoted. A once off order will be issued in this regard.

Mr GN Ngcobo
Head of Department: Education

Date