



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

OFFICE OF THE CHIEF FINANCIAL OFFICER

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**ATTENTION: DEPUTY DIRECTOR GENERAL'S
CHIEF DIRECTORS
DISTRICT DIRECTORS
PRINCIPALS
SCHOOL GOVERNING BODIES**

FINANCE CIRCULAR NO. 05 OF 2020

PROCUREMENT OF SERVICES TO CLEANSE INSTITUTIONS AFFECTED BY THE COVID 19 VIRUS

1. One of the COVID-19 regulations is that all members of the school community (teachers, non-teaching staff and learners) must keep a prescribed social distance at all times.
2. Due to the possibility of staff members being found to be infected by the COVID 19 virus at schools, districts and head office, all buildings are being screened.
3. The following procurement processes need to be followed in readiness to cleanse these institutions immediately:
 - 3.1 . At least two service providers should be issued, in advance, with an order to cleanse 20 schools or buildings each per District ;
 - 3.2 .The cost to be negotiated would be R1.75 per cubic meter which is equal to approximately R100 per classroom (This must be inclusive of all protective equipment, chemicals, labour and VAT) ;
 - 3.3 . Once the affected areas have been cleansed, a certificate with the company stamp must be issued to the District office to indicate the cleansing has been fully compliant with health regulations;
 - 3.4 .Thereafter, an invoice can be submitted to the District office for payment.
4. Kindly bring the contents of this circular to the attention of all staff.

Yours faithfully,


Dr. EV Nzama
Head of Department: Education


Date