



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

LTSM PROVISIONING

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To : Deputy Directors-General
Chief Directors
Directors
District Directors
CES: Circuit Management
Circuit Managers
Principals of S21(1)(c) schools which undertook school-based procurement of LTSM
School LTSM Committee Members
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 4 OF 2025

QUOTATION-BASED PROCUREMENT OF LEARNING & TEACHING SUPPORT MATERIAL (LTSM) IN TERMS OF SECTION 21(1)(C) OF THE SOUTH AFRICAN SCHOOLS' ACT – PAYMENT FOR LTSM RECEIVED

1. This circular communicates essential information regarding payment for LTSM procured by schools in terms of Section 21(1)(c) of the South African Schools' Act No. 84 of 1996 (SASA).
2. Stakeholders are informed that transfers as anticipated in KZN Circular 136 of 2024 did not materialise due to financial challenges that the department is facing as a result of budget cuts. It is to this end that the Department is undertaking payment to service providers in respect of LTSM delivered to schools, as ordered.
3. Districts will convey this undertaking to suppliers which were awarded orders for the supply of LTSM by issuing the attached letter and seeking feedback whether deliveries shall be forthcoming. In cases where deliveries are made, schools are reminded to ensure that invoices are stamped, signed and dated to confirm accountability and date of receipt. This is an audit requirement.
4. Copies of invoices must be uploaded on the on-line tool for updating of records. Once invoices are uploaded onto the online platform, the Department shall verify deliveries against orders placed and prioritise transfer of funds to schools. In short, transfers will be prioritised based on signed; stamped; dated and uploaded invoices, within 30 days of date of upload.
5. In cases where suppliers are unable to deliver even after receiving the Department's undertaking, such must be indicated in the attached letter. Schools must refer these cases to District Offices for further resolution, which shall be made in consultation with schools to ensure that learners are not prejudiced.
6. The co-operation of all stakeholders to uphold the rights of learners will be appreciated.

MR GN NGCOBO
HEAD OF DEPARTMENT
DATE: 12/01/2025