



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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LTSM Provisioning

To All: Deputy Directors-General
Chief Directors
Directors
District Directors
CES: Circuit Management
Circuit Managers
Principals of Public Ordinary Schools with Section 21(1)(c) Functions
School LTSM Committees
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 46 OF 2024

**PROCUREMENT OF TEXTBOOKS AND STATIONERY FOR 2025 ACADEMIC YEAR: GRADES 1 – 12:
SCHOOLS WITH FUNCTION C THAT OPT FOR SCHOOL-BASED PURCHASING**

1. This circular communicates school-based procedures for the purchase of textbooks and stationery for use in 2025.
2. **Financial Directive**
 - 2.1. Schools have been informed of their indicative LTSM allocations per KZN Circular No.106 of 2023. Availability of funds must be considered when compiling textbook and stationery requirements. Principals must also consider the proper use of funds. In this regard, audits and school inspections have revealed that there are schools which have surplus textbooks but continue to requisition each year for the sake of doing so. Such practice is considered to produce fruitless and wasteful expenditure and shall not be condoned.
 - 2.2. **Principals with sufficient textbooks are advised to indicate so on the enclosed LTSM Affidavit so that funds can be diverted towards classroom furniture. In cases where classroom furniture is also sufficient, such must be indicated on the LTSM Affidavit so that supplementary LTSM resources can be accessed.**
 - 2.3. In these cases, separate communiques will be sent out to guide schools on the process in accessing classroom furniture and supplementary LTSM.



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2.4. Schools are reminded ensure that the following have been furnished to the District Office since **overall financial compliance** is mandatory to transfer LTSM funds.

- Transfer and Subsidy Payment Compliance Certificate which was due by 31 December 2023
- Annual Financial Statements which was due by 30 June 2023

Please contact your District Norms & Standards Section for more information in this regard.

2.5. Schools which do not expect to attain **overall financial compliance** are directed to join the central procurement process so that learners are not disadvantaged.

3. LTSM Catalogues

3.1. Schools opting for school-based procurement (invitation of quotations) are informed that:-

3.1.1. **Stationery Selection:** The approved stationery items remains unchanged from previous years and may be consulted when drawing up requirements for invitation of quotations.

3.1.2. **Textbook Selection:** Selection of textbooks for the 2025 school year must be made from the enclosed approved catalogues.

- 2025 Academic Year – Primary School Textbook Catalogue: Grades 1 to 7
- 2025 Academic Year – Secondary School Textbook Catalogue: Grades 8 to 12
- 2025 Academic Year - State-Owned Textbooks Catalogue

3.2. **State-Owned Textbooks**

Should a school wish to expand its textbook selection to **state-owned publications, including material used in the Jika iMfundo reading programme**, then these must be requisitioned through the Department as such material is produced by the State. The requisition form titled “*Requisition for State-Owned Publications – 2024/2025*” can be found at the front of the catalogue and must be completed and sent to your Circuit Office by not later than **28 May 2024**.

3.3. Schools opting for central procurement must follow the directives contained in KZN Circular No 45 of 2024, a copy of which is enclosed. Requisition forms can be obtained from your District LTSM Officials whose details are attached to this circular.

3.4. Schools opting for central procurement of stationery may indicate so by completing the attached Form: Request to Procure Stationery through Central Procurement.

3.5. If Principals are not in possession of the respective catalogues, the district office LTSM official may be contacted for assistance. **Contact details of District LTSM Officials are attached hereto.**



4. School-Based Procurement 2024/2025 – Procurement Process

4.1. The Provincial Treasury audit of 2023/2024 found that schools were not adhering to procurement directives as set out in the relevant circulars. Some of the findings include:-

- 4.1.1. Calculation errors on quotations;
- 4.1.2. No proof of standard formal invitation of quotation process;
- 4.1.3. Source documents not available at school to validate procurement process;
- 4.1.4. No reconciliation of goods received against goods ordered;
- 4.1.5. No database with details of suppliers;
- 4.1.6. Practices not aligned to SCM legislative framework;
- 4.1.7. Compliance checklists not properly managed at District Offices;
- 4.1.8. Inadequate documents at District Offices to support the transfer of funds to schools.

4.2. The findings therefore warrant corrective action for the following reasons: -

- 4.2.1. It is crucial for the Department to assist schools to correct these audit findings as it is required to do so in terms of the provisions of the Public Finance Management Act (PFMA).
- 4.2.2. Corrective action is required if schools are to preserve their Section 21(1)(c) functions.

4.3. To protect schools from similar audit findings, the Department shall roll-out the use of an on-line platform for school-based purchasing of LTSM. The platform serves to guide schools and the Department on the management; monitoring and reporting of school-based procurement of LTSM. It shall also assist schools by generating quotation documents thereby assisting schools with calculations and moving away from manually writing up quotation documents. More importantly, schools shall be assisted with proper document management thereby averting future audit queries. There are no additional restrictions from the paper-based approach used last year.

4.4. The roll-out of the use of the on-line platform shall include robust training and support to schools and is set to launch early in May 2024. A schedule of training to assist schools shall follow in due course.

5. The co-operation of all stakeholders in the implementation of audit corrective measures for school-based procurement is appreciated.

Mr G N Ngcobo
Head of Department: Education

Date: 16/4/24