KWAZULU-NATAL PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HEAD OF THE DEPARTMENT

Private Bag X 9137, PIETERMARITZBURG, 3200 Directorate: LTSM Provision
Anton Lembede Building, 247 Burger Street, Pietermaritzburg, 3201
Enquiries: Ms SLN Mbatha Email: Sonnett.Mbatha@kzndoe.gov.za Tel: 033 846 5125

To All: Deputy Directors-General
Chief Directors
Directors
District Directors
CES: Circuit Management
Circuit Managers
Principals of Public Ordinary Schools
School LTSM Committee Members
Chairpersons of School Governing Bodies

KZN CIRCULAR NO 108 OF 2026

IMPLEMENTATION OF THE 2026 FOUNDATION PHASE NATIONAL CATALOGUE AND ADOPTION OF A CENTRALISED PROCUREMENT MODEL FOR THE 2027 ACADEMIC YEAR

1. The purpose of this circular is to inform all schools offering the Foundation Phase (Grades 1 to 3) about the immediate implementation of the newly approved 2026 Foundation Phase National Catalogue

2. Furthermore, this circular outline the mandatory procurement model adopted by the province to ensure that all Learning and Teaching Support Materials (LTSM) are delivered to schools ahead of Day 1 of 2027 academic year.

3. This circular must be read in conjunction with DBE Circular S18 of 2026.

CONTEXT AND CURRICULUM ALIGNMENT

4. Following the endorsement by the Council of Education Ministers (CEM) on 18 September 2026, the Department of Basic Education (DBE) has approved the immediate rollout of the 2026 Foundation Phase National Catalogue. This catalogue replaces the legacy 15-year-old framework and introduces curriculum-aligned resources across all three grades.

5. Materials will be provided for all five (5) subjects offered to every learner in this phase:
   i. Home Language
   ii. First Additional Language
   iii. Mathematics
   iv. Life Skills
   v. Coding and Robotics

6. To streamline teacher support and classroom delivery, national titles have been capped from eight down to the top three approved options per subject. This includes a minimum literacy package of 40 readers per class and one Core Reader per learner.

ADOPTION OF A CENTRALISED PROCUREMENT MODEL

7. Due to highly constrained procurement and distribution timeframes, the KZN Provincial Education Department has made a strategic decision to implement a Centralised Procurement Model for all public ordinary schools with grade 1-3 in the province for the 2027 academic year.

8. This model removes individual school purchasing pipelines for this specific catalogue rollout to achieve two critical objectives:
   - Centralizing the ordering process allows the province to fast-track volume orders through publishers and logistics networks during November and December 2026, ensuring books are inside classrooms before the first school day bell rings.
   - Centralisation guarantees uniform adherence to the distribution of orders according to strict national percentage guidelines, eliminating administrative or compliance errors at the institutional level.

DATA SOURCING AND VERIFICATION POLICY

9. To ensure rapid execution within the limited timeframe, the department will be utilizing existing data repositories under strict operational parameters:
   - The Provincial Education Department will utilize the EMIS data already submitted by schools to calculate and finalize procurement volumes. There will be no separate data verification window or validation process for existing schools.
   - Special consideration will only be given to:
     i. New schools scheduled to open at the start of the 2027 academic year.
     ii. Existing schools that officially changed their Language of Learning, Teaching and Assessment (LoLTA) or language offerings during the 2026 academic year.

ACTION REQUIRED FROM CIRCUIT MANAGERS AND DISTRICTS

10. Circuit Managers must proactively audit their clusters for the exceptions as noted in paragraph 4 (i – ii).
    i. Circuit Managers are directed to compile and submit information regarding new schools or modified language offerings directly to their respective District Director's Office (Attention: LTSM OFFICIALS).
    ii. Districts must consolidate and forward this data to reach the Head Office LTSM Directorate on or before 15 October 2026.
    iii. Late submissions will not be accommodated and affected schools will risk delayed or wrong deliveries.

IMPLEMENTATION OF THE 2026 FOUNDATION PHASE NATIONAL CATALOGUE AND ADOPTION OF A CENTRALISED PROCUREMENT MODEL FOR THE 2027 ACADEMIC YEAR

CONCLUSION

11. The transition to the 2026 Foundation Phase National Catalogue is a vital step toward improving early childhood literacy and numeracy outcomes across our province. Given the short delivery window, the cooperation of all circuit managers and district officials in meeting the 15 October deadline is highly appreciated.

12. For any queries, please contact the LTSM officials as per the attached list.

Your cooperation is highly appreciated.

Mr G N Ngcobo
Head of Department: Education
Date: 16/10/26

Contact Numbers of LTSM Officials: 2026/2027 – Page 1 of 3

Amajuba	Name of Official	Tel. Number	Cell No.	E-mail address
*	Ms S Mhlongo	034 328 4500	082 569 2564	Simangele.Mhlongo@kzndoe.gov.za
	Mrs N Gounden	034 328 4528	083 565 7509	Nurusha.gounden@kzndoe.gov.za
	Mr S Shabangu	034 328 4617	072 826 5076	Sibusiso.shabangu@kzndoe.gov.za maburashabangu@gmail.com
	Ms Z Vilakazi	034 328 4500	079 630 8398	Zinhle.Vilakazi@gmail.com
Ilembe	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
	Mrs CZN Mhlungu	032 4396113	084 422 2454	Zanele.mhlungu@kzndoe.gov.za
	Ms H.E. Zwane	032 439 6217		Hlengiwe.zwane@kzndoe.gov.za
	Ms S.C. Biyela	032 4396219		Siphumelele.biyela@kzndoe.gov.za
Uthukela	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Mr Z. Magubane	033 638 7706	079 227 7828	zwelisha.magubane@kzndoe.gov.za
	Mr XL Zwane	036 638 7705	060 864 6679	Xolani.zwane@kzndoe.gov.za
	Ms G Shezi	036 638 7853	073 459 3492	Gugu.shezi@kzndoe.gov.za
	Philly Mthembu	036 638 7854	061 911 3515	Philly.mthembu@kzndoe.gov.za
	Ms L Mbongwa (Bergville)	036 4489200	083 476 1610	Mbali.hlombe@kzndoe.gov.za
	Mr XE Hlatshwayo (Mnambithi)	082 491 7894	082 491 7894	Xolanih563@gmail.com
	Mr ZM Mlambo	0798204053	0798204053	MLzkes0909@gmail.com
Pinetown	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Mr N Sangweni	031 737 2002 031 737 2043	065 929 3694	Ntandoyenkosi.sangweni@kzndoe.gov.za
	M S Mbuthu	031 737 2120	084 910 7748	Mihlakayifani.mbuthu@kzndoe.gov.za
	XPN Ngema	031 737 2119	083 540 8497	Xolile.ngema@kzndoe.gov.za
	B N Ndaba	031 737 2117	084 208 8033	Bhekinkosi.Ndaba@kzndoe.gov.za
	N Sibisi	031 737 2118	071 868 0653	Patricia.sibisi@kzndoe.gov.za
	T Cele	031 737 2128	078 234 5052	Thembisile.cele@kzndoe.gov.za
Harry Gwala	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Ngxata T	(039)7973700	082 9782 205	Thabile.ngxata@kzndoe.gov.za
	Memela MM	(039)7973700	072 252 7427	Mlondolozi.memela@kzndoe.gov.za
	Memela WS	(039)2590019	082 478 4267	Siphiwe.memela@kzndoe.gov.za
Ugu	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Mr D Pillay	039-6888911	082 956 0840	Dinesh.Pillay@kzndoe.gov.za
	Ms D Naidoo	039-6888936	072 181 2184	Delisha.Naidoo@kzndoe.gov.za
	Mrs B. Ngcungama	039 318 1106	072 324 5649	Mabongi.Ngcungama@kzndoe.gov.za
	Mrs N Mhlamvu	039-6888930	083 235 4582	Nqobile.Mhlamvu@kzndoe.gov.za
Umgungundlovu	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	L Ndlamlenze	033 355 2161	083 507 4311	Lindiwe.Ndlamlenze@kzndoe.gov.za
	B Magubane	033 355 2383	073 350 4187	Busisiwe.Magubane@kzndoe.gov.za
	C M Zondi	033 355 2394	078 347 5039	Musawenkosi.zondi@kzndoe.gov.za
	N Ndlovu	033 355 2224	065 931 6838	Nomagugu.Ndlovu@kzndoe.gov.za
Umlazi	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Mrs R Kalideen	031 3606249		Raksha.kalideen@kzndoe.gov.za
	Mr V Mothilal	031 3606169		Vishnu.mothilal@kzndoe.gov.za
	Ms N Cochrane	031 3606167		Natasha.dunn@kzndoe.gov.za

Contact Numbers of LTSM Officials: 2025/2026 – Page 2 of 3

Umkhanyakude	Name of Official	Tel. Number	Cell No.	E-mail address
*	Ms L Mbatha	035 5739648	083 618 5399	Lungile.mbatha@kzndoe.gov.za
	Ms SB Sibiya	035 5739641		Sinethemba.Sibiya@kzndoe.gov.za
	Mr N Myeni (District)	035 5739643	073 463 2510	Nkosinathi.Myeni@kzndoe.gov.za
	Ms Ngubane CNB	035 5739671	081 526 6846	Celumusad9@gmail.com
	Ndlovu ZS (Ingwavuma)	035 5910715	079 644 0826	Zamandlovu9@gmail.com
	PS Mnguni (Ubombo)	035 5732000		Sihle.mnguni@kzndoe.gov.za Sandakahle.Nyawo@kzndoe.gov.za
	NN Mlambo (Mbazwana)	035 5715020		Mbazwanaec@gmail.com
	NZ Sokhela Umhlabuyalingana	035 5920058		Zamalindakwanda@gmail.com
	Busani NV (Hlabisa)	035 5511057	063 117 6827	Busaninompumelelo4@gmail.com
Umzinyathi	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Mr T Venge	034 212 3006	067 109 8477	Thanduluntu.Venge@kzndoe.gov.za
	Mr WMM Nkabinde	034 219 2786	060 445 9867 072 490 5114	Meluleki.Nkabinde@kzndoe.gov.za
	Mrs S Dlamini	034 219 2147	071 802 3967	Siphesihle.Nkabinde@kzndoe.gov.za
King Cetshwayo	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
*	Ms ANN Khoza		083 229 1830	Nompumelelo.Khoza@kzndoe.gov.za
	Ms G Mbatha	035 901 8744	073 396 2009	Gugu.phakadembatha@gmail.com
	Ms N.N. Zungu	035 901 8741	072 059 2788	Mabongi.zungu@kzndoe.gov.za snowyeyecandy@gmail.com
	Mr J Gumede	035 901 8745	078 903 9520	Patric.Gumede@kzndoe.gov.za
	Ms L Mnqayi	035 901 8740	083 579 6927	Londiwe.Mnqayi@kzndoe.gov.za
Zululand	**Name of Official**	**Tel. Number**	**Cell No.**	**E-mail address**
	Ms M C Masombuka	035 874 1008	082 3954220	Mbali.Masombuka@kzndoe.gov.za
	Ms ZP Mbuli	035 874 1004		Zandile.Mbuli@kzndoe.gov.za
	Ms N Selepe	034 989 9864	079 852 3119	Thembelihle.Kunene@kzndoe.gov.za
	Mr SH Khanyile	035 874 1093	073 1842121	Samuel.Khanyile@kzndoe.gov.za
	Ms DN Majola	035 874 1062	071 1550205	Ntombenhle.Majola@kzndoe.gov.za
	Ms HPS Mthimkhulu	035 874 1128	079 188 6542	Hlengiwe.Mthimkhulu@kzndoe.gov.za
	SF Thuntulwana (Bhekuzulu)	034 980 9491	073 761 1243	sibonakaliso.thuntulwane@kzndoe.gov.za
	Mr JB Mgabhi (Pongola)	034 413 1229	072 469 3717	**jaybeesconnections@gmail.com**
	B Mbatha (Paulpetersburg)	034 983 2876	063 779 4422	Bonginkosi.Zulu@kzndoe.gov.za
	Mrs Nxumalo (Mahlabathini)	035 873 7000	082 8113348	sesibongilenxumalo@gmail.com
	Ms F. Mthethwa (Nongoma)	035 8310311	082 641 8098	Thembi0968@gmail.com

Contact Numbers of LTSM Officials: 2025/2026 – Page 3 of 3

Head Office	Name of Official	Tel. Number	Cell No.	E-mail address
CES	Mrs AF Kunene	033 846 5128		Angeline.kunene@kzndoe.gov.za
PA	Ms N. Ngcobo	033 846 5125	0783033881	Nonjabulo.ngcobo@kzndoe.gov.za
District Facilitator: Zululand, Amajuba & Umkhanyakude	Ms N Mthembu	033 846 5511	078 3314373	Nobathembu.Mthembu@kzndoe.gov.za
District Facilitator: King Cetshwayo, Umlazi & Ilembe	Ms J Nzimande	033 846 5511	072 5059354	Jali.Hadebe@kzndoe.gov.za
District Facilitator: Harry Gwala & Ugu	Mr S Shange	031 360 6062	076 062 5922	Siza.shange@kzndoe.gov.za
District Facilitator: Pinetown; Ugu & Umgungundlovu	Mr S Dlamini	031 360 6062	067 669 9597	Sifiso.Dlamini@kzndoe.gov.za
District Facilitator: Othukela & Umzinyathi	Ms H Njoko	033 846 5512	073 159 0220	Hlengiwe.Njoko@kzndoe.gov.za

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001, Sol Plaatjie House, 222 Struben Street, Pretoria, 0002, South Africa
Tel.: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

Ref no: 03811/2026/1
Enquiries: Mr S Sibiya
Tel: (012) 357-4252
Email: sibiya.s@dbe.gov.za

Mr GN Ngcobo
Head of Department: Education
Private Bag X 9137
Anton Lembede Building, 247 Burger Street
PIETERMARITZBURG
KwaZulu-Natal
3201

By e-mail: nomsa.zwane@kzndoe.gov.za

Dear Mr Ngcobo

FOUNDATION PHASE NATIONAL CATALOGUE IMPLEMENTATION CIRCULAR

The Department of Basic Education (DBE) is pleased to communicate the Foundation Phase National Catalogue for Grades 1-3 and the issuance of the accompanying Foundation Phase National Catalogue Implementation Circular.

The Foundation Phase National Catalogue forms a critical component of the Department's efforts to strengthen foundational literacy, numeracy and learning outcomes through the provision of high quality Learning and Teaching Support Materials (LTSM) aligned to the Curriculum and Assessment Policy Statement (CAPS). The catalogue has been developed through a rigorous quality assurance process involving curriculum specialists, subject experts and evaluation panels to ensure that approved materials meet the required educational standards and support effective teaching and learning in schools.

The Department wishes to emphasise that the Foundation Phase National Catalogue is an educational quality assurance mechanism and not a tender process. The purpose of the catalogue is to identify and approve learning resources that comply with national curriculum requirements and which may be procured by Provincial Education Departments through approved procurement processes.

Following the publication of the catalogue, the Department undertook extensive engagements with stakeholders and supported a number of reviews and investigations relating to the process. These included reviews by the Auditor-General of South Africa

(AGSA), an independent investigation, internal review processes, legal assessments by the Department's Legal Services Directorate and an independent legal opinion by Senior Counsel. The collective outcome of these processes supports the implementation of the Foundation Phase National Catalogue and confirms that the catalogue should proceed while continuing to strengthen governance and operational measures for future catalogue processes.

The attached Circular provides the implementation framework which must be followed by Provincial Education Departments, districts, circuits, schools and participating publishers. The Circular outlines the procedures for planning, procurement, ordering, delivery, monitoring and reporting and is intended to ensure consistency, transparency and accountability throughout the implementation process.

Provincial Education Departments are requested to ensure that the Circular is immediately communicated to all districts, circuits and schools within their respective jurisdictions and that appropriate implementation and monitoring arrangements are put in place. District and circuit offices are further requested to provide the necessary support to schools to facilitate the successful implementation of the catalogue.

Publishers whose materials appear in the Foundation Phase National Catalogue are requested to familiarise themselves with the provisions of the Circular and cooperate fully with Provincial Education Departments and schools to ensure the efficient supply of approved materials. The Department values the constructive engagement received from all stakeholders throughout this process and looks forward to continued collaboration in support of quality education.

The successful implementation of the Foundation Phase National Catalogue represents an important step towards improving learning outcomes in the early grades and ensuring that learners have access to quality curriculum aligned resources from the start of their schooling journey. The Department therefore calls upon all stakeholders to support the implementation process and to work collaboratively to ensure that approved materials are delivered to schools timeously in preparation for the 2027 academic year.

The Department wishes to express its appreciation to Provincial Education Departments, districts, schools, publishers, organised labour, governing body formations and all stakeholders who contributed to the development and strengthening of this important national initiative.

Your cooperation and commitment to the successful implementation of the Foundation Phase National Catalogue is greatly appreciated.

Yours sincerely

DR G WHITTLE
ACTING DIRECTOR-GENERAL
DATE: 30 SEPTEMBER 2026

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001, Sol Plaatjie House, 222 Struben Street, Pretoria, 0002, South Africa
Tel.: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

Ref: 03811/2026/1
To: Tel: 012 357 4252
Enquiries: Mr SA Sibiya
Email: Sibiya.S@dbe.gov.za

TO: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC ORDINARY SCHOOLS
SCHOOL GOVERNING BODIES (SGBS)
AUDITOR-GENERAL OF SOUTH AFRICA (AGSA)
OFFICE OF THE CHIEF PROCUREMENT OFFICER (OCPO)
NATIONAL TREASURY (NT)
APPROVED PUBLISHERS
RELEVANT EDUCATION STAKEHOLDERS

CIRCULAR S18 OF 2026

SUBJECT: FINALISATION AND IMPLEMENTATION OF THE FOUNDATION PHASE LEARNING AND TEACHING SUPPORT MATERIAL (LTSM) CATALOGUE FOR GRADES 1-3

1. PURPOSE

The purpose of this circular is to communicate the finalisation of the Foundation Phase Learning and Teaching Support Material (LTSM) Catalogue and to provide guidance regarding its implementation by schools, districts, provincial education departments and approved publishers.

The Foundation Phase Catalogue has been developed to strengthen the provision of quality Learning and Teaching Support Materials and to contribute towards improved learner outcomes in the Foundation Phase. The catalogue serves as a strategic intervention to ensure that all learners have equitable access to high-quality, curriculum-aligned learning resources that support foundational literacy, numeracy and life skills development.

SUBJECT: FINALISATION AND IMPLEMENTATION OF THE FOUNDATION PHASE LEARNING AND TEACHING SUPPORT MATERIAL (LTSM) CATALOGUE FOR GRADES 1-3

This circular further outlines the approved procurement, delivery and monitoring arrangements for the implementation of the Grades 1-3 Foundation Phase Catalogue to be followed by Provincial Education Departments (PEDs) during procurement and delivery processes.

2. STRATEGIC CONTEXT

The Foundation Phase represents the most critical stage in a learner's educational journey. Research and international best practice consistently demonstrate that learners who acquire strong foundational literacy and numeracy skills during the first years of schooling are significantly more likely to succeed throughout their educational careers and beyond.

The Education sector stakeholders have reiterated the need to improve educational outcomes, strengthen reading proficiency, enhance foundational learning, eliminate learning deficits and build a capable and productive future workforce. Central to these priorities is ensuring that every learner has access to quality teaching and learning materials that support effective curriculum delivery in the classroom.

The finalisation of the Foundation Phase Catalogue is aligned with national efforts to:

1. Improve reading literacy and numeracy outcomes;
2. Strengthen curriculum implementation in all Foundation Phase grades;
3. Promote equitable access to quality educational resources;
4. Support teachers with high-quality learning materials;
5. Improve learner performance and progression;
6. Enhance accountability for education expenditure; and
7. Ensure value for money in the procurement of LTSM.

The catalogue is a direct contribution towards achieving the vision of improving learner performance through targeted interventions at the earliest stages of schooling.

3. DEVELOPMENT OF THE FOUNDATION PHASE CATALOGUE

The Foundation Phase Catalogue has been developed through a rigorous evaluation and quality assurance process involving subject experts and curriculum specialists from provinces and districts.

The development process was conducted through a duly approved deviation process authorised by the Director-General of the Department of Basic Education. The approved deviation was necessitated by the strategic imperative to accelerate the provision of quality Foundation Phase materials while ensuring compliance with applicable

procurement prescripts and educational quality standards. Consequently, the approved Foundation Phase Catalogue constitutes an authorised procurement mechanism for provinces, districts and schools. Procurement undertaken in accordance with this circular and the approved catalogue shall not constitute irregular expenditure provided that all prescribed procedures and allocations are followed.

4. APPROVED MATERIALS IN THE CATALOGUE

The catalogue contains a maximum of three (3) approved learning materials per grade, per subject, per language and per language level, where applicable. The approved materials represent resources that have successfully met the prescribed quality, curriculum alignment and evaluation requirements established during the catalogue development process.

In addition to approved subject materials, the Foundation Phase Catalogue provides a minimum package of literacy and classroom resources designed to strengthen foundational learning outcomes. The literacy package includes:

Teacher/Classroom Resources, one (1) per class

- Teacher's Guide;
- Anthology;
- Set of Big Books;
- Handwriting Charts;
- Phoneme Charts; and
- Educational Posters.

Learner Resources

- A set of 40 graded or levelled readers;
- Reasonably, five classroom sets of graded readers to support differentiated reading instruction; and
- One Core Reader for every learner.

The Core Reader is intended to serve as a personal resource for each learner and may be taken home to promote reading beyond the classroom environment. Schools must ensure that every learner receives access to the prescribed resources as designed within the approved package.

Schools, districts and Provincial Education Departments (PEDs) are required to procure exclusively from the approved catalogue.

SUBJECT: FINALISATION AND IMPLEMENTATION OF THE FOUNDATION PHASE LEARNING AND TEACHING SUPPORT MATERIAL (LTSM) CATALOGUE FOR GRADES 1-3

5. PROCUREMENT ALLOCATION FRAMEWORK

To ensure equitable participation, value for money, supply continuity, market stability and procurement efficiency, procurement allocations from the catalogue shall be implemented as follows:

Ranking	Allocation
First-ranked approved material	37%
Second-ranked approved material	33%
Third-ranked approved material	30%

The majority allocation shall be awarded to the highest-ranked approved material at thirty-seven percent (37%).

The second-ranked approved material shall receive thirty-three percent (33%) of the procurement requirement.

The third-ranked approved material shall receive thirty percent (30%) of the procurement requirement.

PEDs, districts and schools are required to adhere strictly to the above allocation framework when placing orders. The allocation model has been specifically designed to ensure that every learner and classroom receives the minimum required resources in a cost-effective manner while maintaining supply continuity and market stability. For the initial procurement cycle, quantities will be pre-allocated and managed centrally through the provincial process. Publishers shall not conduct exhibitions, school visits or promotional activities intended to influence procurement decisions.

6. PROCUREMENT IMPLEMENTATION FRAMEWORK

PEDs shall be responsible for managing procurement in accordance with the following broad implementation phases:

6.1 Catalogue Release and Verification

- Release of the National Foundation Phase Catalogue.
- Distribution of learner/class allocation information.
- Verification of learner enrolment and classroom numbers by Provincial Education Departments.
- Submission of verified data to the Department of Basic Education (DBE).

6.2 Preparation for Procurement

- Engagement between the DBE and PEDs to confirm procurement quantities and implementation arrangements.
- Engagement with approved publishers regarding procurement procedures and delivery expectations.
- Provision of indicative procurement quantities to publishers to enable production and delivery planning.

6.3 Placing of Orders

PEDs shall place official orders with publishers in accordance with the approved allocation framework and confirmed quantities. The Department shall monitor and verify compliance throughout the ordering period.

6.4 Delivery and Distribution

Publishers shall deliver approved materials to PEDs or, where provincial arrangements exist, directly to schools. All deliveries must be accompanied by proof of delivery (PODs) and valid invoices. PEDs shall ensure timely distribution to schools and maintain complete delivery records for monitoring and audit purposes.

7. COMPLIANCE AND ASSURANCE

The Department wishes to emphasise that the Foundation Phase Catalogue emanates from a deviation process that was duly considered and approved by the Director-General. Accordingly, procurement undertaken in accordance with the approved catalogue, this circular shall be regarded as compliant with the authorised procurement process established for Foundation Phase LTSM provisioning.

Schools, districts and provincial departments that procure strictly in accordance with the approved catalogue and the provisions of this circular will therefore be insulated from findings of irregular expenditure arising from the utilisation of this approved procurement mechanism.

AGSA, OCPO, National Treasury and all oversight structures are requested to note that the catalogue is supported by an approved deviation process and forms part of the Department's authorised procurement framework for Foundation Phase LTSM provisioning.

8. ROLES AND RESPONSIBILITIES

8.1 Provincial Education Departments

Provincial Education Departments must:

- Ensure implementation of this circular in all districts and schools;
- Verify learner and classroom numbers for procurement purposes;
- Place orders in accordance with prescribed allocations;
- Ensure funding is directed towards approved catalogue items;
- Receive and distribute materials efficiently;
- Process payments to publishers within prescribed timelines; and
- Submit procurement and delivery reports to DBE.

8.2 District Offices

Districts must:

- Support schools during the ordering process;
- Monitor catalogue compliance;
- Verify that procurement allocations are implemented correctly;
- Monitor the receipt and utilisation of materials by schools; and
- Report implementation progress to provincial departments.

8.3 Schools and School Governing Bodies

Schools and SGBs must:

- Ensure orders align with enrolment and curriculum requirements;
- Maintain supporting procurement and financial records;
- Safeguard and utilise materials effectively;
- Ensure every learner receives access to the prescribed learning resources; and
- Support initiatives aimed at improving literacy and numeracy outcomes.

8.4 Publishers

Approved publishers must:

- Ensure sufficient production and delivery capacity;
- Fulfil orders within agreed timelines;
- Submit invoices and proof of delivery documentation;
- Maintain quality standards reflected during the evaluation process;
- Provide delivery reports to PEDs; and
- Cooperate fully with monitoring and reporting requirements.

SUBJECT: FINALISATION AND IMPLEMENTATION OF THE FOUNDATION PHASE LEARNING AND TEACHING SUPPORT MATERIAL (LTSM) CATALOGUE FOR GRADES 1-3

9. MONITORING, REPORTING AND QUALITY ASSURANCE

The DBE shall closely monitor implementation of the Foundation Phase Catalogue throughout the procurement and delivery cycle. Monitoring measures will include:

- Regular engagements with Provincial Education Departments;
- Ongoing engagements with approved publishers;
- Monitoring of deliveries and proof of delivery records;
- Review of provincial implementation reports; and
- Compilation of a consolidated national implementation report.

Intervention measures will be undertaken where implementation risks, delivery delays or procurement non-compliance are identified.

10. EFFECTIVE DATE

This circular takes effect immediately upon issuance.

All procurement processes for Foundation Phase LTSM undertaken after the date of this circular must comply with the approved Foundation Phase Catalogue, procurement SOPs and allocation framework.

11. CONCLUSION

The Department wishes to thank all stakeholders who contributed to the successful development of the Foundation Phase Catalogue. This milestone represents a significant investment in the future of South Africa's learners and reaffirms the collective commitment to strengthening foundational learning. Through the provision of high quality and curriculum aligned resources, the Department seeks to improve literacy and numeracy outcomes, support teachers, strengthen classroom practice and advance the education sector priorities.

Your cooperation in ensuring the successful implementation of this initiative is appreciated.

DR GC WHITTLE
ACTING DIRECTOR-GENERAL
DATE: 30/09/2026