**KWAZULU-NATAL PROVINCE**
**EDUCATION**
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE HEAD OF DEPARTMENT**

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**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 58 OF 2026

## PROCUREMENT OF TEXTBOOKS AND STATIONERY FOR 2027 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, through the invitation of quotations, for use in 2027.

2. Schools may opt for central procurement and in such cases, must follow the directives contained in KZN Circular No 57 of 2026, which is accessible online from the "Textbook Requisitions" module.

3. **Financial Directive**

3.1. The Department is engaging with the Provincial Treasury on navigating the way forward amidst the current financial constraints and Section 18 of the PFMA. The final LTSM allocation letters shall be made available to schools in due course. The budgets have been loaded accordingly on the online tool. In the meanwhile, schools are directed to complete their quotation requirements for textbooks as per the budget allocations uploaded on the online tool, which have been calculated using the following breakdown:

- Textbooks – 30%
- Stationery - 40%
- Other LTSM Resources - 30%

3.2. Scarcity of funds must be considered when compiling textbook and stationery requirements. In this regard, Principals must take heed of DBE's Circular S4 of 2025 which calls for topping up of existing titles to catalyse the route to universal coverage of textbooks. In procuring textbooks, an appeal is made for Principals to use allocations in a way that brings optimum benefit to learners, as follows:-

3.2.1. Schools which are experiencing an acute shortage of textbooks, may, in addition to the "30% Textbook" allocation, utilize the "30% Other LTSM Resources" allocation for the purchase of textbooks. In such cases, the online tool is designed to facilitate that where requirements exceed the textbook allocation, the excess shall be absorbed by the extent of the allocation for "30% Other LTSM".

3.2.2. Conversely, there are schools which have surplus textbooks but continue to order each year for the sake of doing so. Such practice is considered to produce fruitless and wasteful expenditure and shall not be condoned. **Principals with sufficient textbooks are advised to indicate so on the enclosed LTSM Affidavit so that funds can be diverted towards other LTSM resources.** In these cases, separate communiques will be sent out to guide schools on the process in accessing other resources.

**3.3.** Schools are reminded to 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 2025*
- *Annual Financial Statements which were due by 30 June 2025*

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

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

## 4. LTSM Catalogues

4.1. Schools opting for school-based procurement (invitation of quotations) are informed that the LTSM online tool shall continue to serve as the platform for the 2026/2027 ordering of textbooks and stationery: -

4.1.1. **Stationery Selection:** The online tool has a list of recommended stationery items. In addition, the tool allows for schools to add additional items.

4.1.2. Please note that items marked with an asterisk shall also be needed for coding and robotics which continues to be implemented in the foundation phase in 2027.

4.1.3. Schools opting for central procurement of stationery may indicate so by completing the attached Form: *Request to Procure Stationery through Central Procurement*. These must also be sent to your Circuit Office by not later than **5 June 2026**.

4.1.4. **Textbook Selection:** The online tool has been updated with the 2027 approved catalogues of textbooks. In selecting textbooks, due consideration must be taken to existing stock to prevent over-ordering. Updated inventory records can be accessed from the "Inventory" module of the LTSM online platform (Go to Inventory > Dashboard > Inventory Report and download).

4.1.5. The much-anticipated catalogue for the Foundation Phase (Grade 1-3) is undergoing an oversight process and therefore, implementation thereof is deferred for 2027/2028.

4.2. **State-Owned Textbooks**

State-owned textbooks have not been added to the online catalogue since they cannot be sourced from suppliers of LTSM. Should a school need state-owned publications, then these must be requisitioned through the Department by accessing the "Textbook Requisitions" module on the LTSM online platform. Selection can be made from the "State-Owned Titles" TAB of the requisition screen by no later than **12 June 2026.**

5. **School-Based Procurement 2026/2027 – Refresher Training**

5.1. The implementation of the online tool in 2024/2025 has improved reporting in terms of the requirements of the Public Finance Management Act (PFMA).

5.2. The online process has heightened transparency; accountability and value for money in the S21c schooling sector and augers well for schools to preserve their Section 21(1)(c) functions. The online process also assists schools with an online filing system of all procurement documents and makes for easy retrieval for reference and audit purposes.

5.3. The roll-out of refresher training and support to schools on the use of the on-line platform is set to launch from **25 May 2026**. A training schedule shall follow in due course.

6. The co-operation and participation of all stakeholders during the LTSM process for School-Based procurement is appreciated.

**Mr G N Ngcobo**
**Head of Department: Education**

**Date:** 25/5/26

**Activity Schedule for School Based Procurement of LTSM 2026/7**

| Activity | Start date | End Date |
|---|---|---|
| Schools Receive Refresher Training | 08-Jun-26 | 12-Jun-26 |
| Request for quotations | 09-Jun-26 | 19-Jun-26 |
| Receive quotations | 22-Jun-26 | 24-Jul-26 |
| Upload quotations | 27-Jul-26 | 08-Aug-26 |
| Award Quotations/ Issue Orders | 02-Jul-26 | 31-Jul-26 |
| Receive orders | 01-Oct-26 | 11-Jan-27 |
| Upload invoices | 01-Dec-26 | 30-Jan-27 |

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