



CIRCULAR 05/2017

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS
DIRECTORS IN DISTRICTS
CHIEF EDUCATION SPECIALISTS
SUBJECT ADVISORY ADMINISTRATION COORDINATORS
SCHOOL MANAGEMENT AND GOVERNANCE DEVELOPERS
SUBJECT ADVISORS
TEACHERS' ORGANISATIONS
PRINCIPALS OF ALL SCHOOLS**

**PROCUREMENT AND DELIVERY OF LEARNER TEACHER SUPPORT MATERIAL
(LTSM) FOR SECTION 20 AND PARTIAL SECTION 21 SCHOOLS FOR 2018
ACADEMIC YEAR**

**A. PROCUREMENT AND DELIVERY OF TOP UP TEXTBOOKS, TEACHER
GUIDES FOR FOUNDATION PHASE AND GRADE 10, GRADE 10 FET
LITERATURE AND 12 TECHNICAL MATHEMATICS AND SCIENCE.**

1. The Department has started with the Textbooks and Stationery ordering process for 2018 Academic year.
2. The following grades will be procured for schools as per their learner numbers and delivered items in previous years:
 - Grades 1-3 and 10 top ups,
 - Grade 10 FET Literature, and
 - Grade 12 Technical Mathematics and Science.
3. Districts and schools should note that LTSM delivery model have changed and LTSM consignment will be delivered directly to schools and not Warehouses.
4. All publishers were afforded the opportunity to bid and include delivery price on their books, the process was a success and the following Publishers are contracted with the Department for a period of 3 years:

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No	Publisher
1	Allcopy Publishers (Pty) Ltd
2	Cambridge University Press
3	Heinemann Publishers (Pty) Ltd
4	Macmillan South Africa (Pty) Ltd
5	Maskew Miller Longman (Pty) Ltd
6	NB Publishers
7	New Generation Publishing Enterprises cc
8	Oxford University Press
9	Pulse Education Services cc
10	Shuter and Shooter Publishers (Pty)Ltd
11	Study Opportunities
12	Via Afrika
13	Vivlia Publishers & Booksellers (Pty) Ltd
14	Ilima Publishers and Printers
15	Juta and Company
16	Lectio Publishers (Pty) Ltd
17	Reading Matters
18	LAPA Publishers
19	Pan Macmillan South Africa (Pty) Ltd
20	Clever Books (Pty) Ltd
21	Marumo Publishing
22	Pearson Education South Africa
23	First League Trading
24	Marang Publishers
25	Mosala-MASEDI Publishers and Booksellers cc
26	Pelmo Books


5. Although the Department has appointed the above Publishers, this does not suggest that schools are restricted to procure only from these Publishers, it basically means that the above publishers showed interest and were successful in the bid to supply and deliver directly to schools.
6. Therefore schools are welcomed to use any publishers who appear on the approved National Department of Basic Education Catalogue.

7. The school Principal or delegated school official is expected to:

- Open and check the LTSM consignment immediately on delivery,
 - Sign and put the school stamp on the proof of delivery note and give a copy to the driver,
 - Provide reasons in writing on the proof of delivery note, if the school stamp is not available, and
 - Capture on EMIS portal system the received LTSM consignment.
8. Full section 21 schools are encouraged to participate in the central procurement of LTSM since the Department has negotiated reasonable prices with the Publishers on Supply and Delivery of Textbooks for a three year period from 2018, 2019 and 2020 academic years.
9. All section 21 schools interested in participating in central procurement will be afforded the opportunity in the month of March 2018 to place orders online and orders will be placed on availability of school's budget from LTSM (Norms and Standards). Interested section 21 schools should email their intention to participate to: MC.Moticoe@fseducation.gov.za.
10. Schools will be receiving their LTSM consignment during November and December 2017 and mop up session will be done in the first week when schools re-open in January 2018.
11. The EMIS portal system will be opened from **16 January 2018 – 3 February 2018** for schools with shortages experienced due to increase in learner numbers.

B. STATIONERY

12. The Department will continue to procure Stationery packs for learners in different grades as per learner numbers provided on SA-SAMS.
13. Stationery packs will be procured for Section 20 and Partial section 21 schools.
14. Stationery deliveries have already started as well as Textbooks.



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HOD: EDUCATION

15/11/2017
DATE