



OFFICE OF THE HEAD OF DEPARTMENT

Steve Vukile Tshwete Complex • Zone 6 Zwelitsha, • 5608, Private Bag X0032 • BHISHO 5605 **REPUBLIC OF SOUTH AFRICA**
Tel • +27 (0)40 608 4500 **Fax** • +27(0)40 608 4102 • **Website** • www.ecdoe.gov.za • Email address • marinus_harmsse@ecdoe.gov.za **Enquiries** • Ms P Silolo

INTERNAL CIRCULAR NO.09 OF 2023/24 FY

APPLICABLE TO	DDG'S PROGRAMME MANAGERS CHIEF DIRECTORS DIRECTORS INCLUDING DISTRICT DIRECTORS ALL OFFICIALS IN THE VALUE CHAIN OF PROCUREMENT OF GOODS, SERVICES, AND INFRASTRUCTURE ALL EMPLOYEES IN THE EASTERN CAPE DEPARTMENT OF EDUCATION
SUBJECT	SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE PROVINCIAL GOVERNMENT FOR A PERIOD OF THIRTY- SIX (36) MONTHS, AS AND WHEN REQUIRED (BID NO: SCMO 22/23-001)
EFFECT DATE	IMMEDIATELY

1 PURPOSE

The purpose of this circular is to inform all Eastern Cape Department of Education Employees about the Transversal Contract for Office Stationery arranged by Provincial Treasury as per the attached circular (Circular No 1 of 2023/24) from Provincial Treasury issued out to all Eastern Cape Provincial Departments and Public Entities.

2 BACKGROUND

- 2.1** National Treasury Regulation 16A.6.5 empowers Provincial Treasury to facilitate arrangement of transversal term contracts. To ensure value for money in procurement activities, transversal term contracts are considered as one of the procurement methods that can be applied or utilised to achieve this objective



- 2.2 On 3rd August 2023, the Eastern Cape Department of Education sign off the transversal contract awarded by PT for the procurement of office stationery as per PT circular No 1 of 2023/24.
- 2.3 Therefore, office stationery will only be procured through the transversal contract.
- 2.4 Please note orders must be placed according to the supplier allocated per district. No procurement should be done outside the awarded service providers, as this may result in irregular expenditure due to breach of contract.

3. Below is a list of service providers as awarded per district.

NAME OF SUPPLIER	DISTRICT ALLOCATED
1. Ikamvalethu Services	Alfred Nzo and OR Tambo Districts
2. Qhawe Protection	Amathole and Buffalo City Districts
3. Kwa Ntanjana Tradings	Buffalo City District
4. Sikhamaphi Projects	Chris Hani and Joe Gqabi Districts
5. Laxothe Pty Ltd	Sarah Baartman District
6. Divinewatch Security and Cleaning	Nelson Mandela Municipality
7. ATZ Marketing	Amathole District

4. Please find attached **Annexure A** with the suppliers' contact details.

5. Procurement documents, i.e. SLA's, award letters and contract prices are available at the Demand Management Unit: Supply Chain Management.

6. Head Office will be utilizing the two service providers allocated for the Buffalo City Municipality District: **Qhawe Protection** and **Kwa Ntanjana Tradings**.

7. APPLICABILITY

This Circular applies to all officials in the ECDOE including District Offices, Circuit Offices including any other office that is not listed herein but falls within the ECDOE.

8. EFFECTIVE DATE

This Circular take effect from the date of issue and remain effective until repealed or amended.

Circular No.09 of 2023/24 FY: TRANSVERSAL CONTRACT FOR THE PROCURMENT OF OFFICE
STATIONERY BID NO (SCMO-22/23-001)



9.END DATE

This Circular will remain effective until the end of this contract: 30 April 2026 unless extended.

10.DISSEMINATION OF INFORMATION CONTAINED IN THIS CIRCULAR

DDGs, Programme Managers, Directors and are requested to bring the contents of this Circular to the attention of all:

- 10.1 Head office officials
- 10.2 District officials
- 10.3 Officials in various education institutes etc.

CHIEF FINANCIAL OFFICER
MRS. N.D. NGCINGWANA
DATE: 17-08-2023

ACCOUNTING OFFICER
DR AS. NUKU
DATE: 17/08/2023



OFFICE STATIONERY SUPPLIER DETAILS

DISTRICTS	COMPANY NAME	ADDRESS	OFFICE STATIONERY SUPPLIER DETAILS DIRECTOR	EMAIL ADDRESS	CONTACT NO	CSD NO (MAAA)
Nelson Mandela Municipality	Divinewatch Security and Cleaning	48 Greenock Road Rowallan Park Port Elizabeth 6025	Mr S. Ntanjana	Divinewatch1@gmail.com	078 192 7029	0557258
Amathole and Buffalo City Districts	Qhawe Protection (Pty)Ltd	4 Krohn Road Cambridge East London 5201	Ms T. Mangcu	Qhaweprotection@gmail.com	065 951 9181	0396490
Alfred Nzo and OR Tambo Districts	Ikamvalethu Services	13 Durrow Road Mthatha 5095	Mr N. Mafani	ntlahlamafani@gmail.com	073 833 7583	712859
Chris Hani and Joe Gqabi Districts	Sikhamaphi Projects	16 Mager Street Westbourne Queenstown 5319	Mr. B. Mfenyana	Bmfenyana@gmail.com	072 463 7300	1133556
Sarah Baartman District	Laxothe (Pty) Ltd	65 Extension 5 Joza Location Grahamstown 6140	Mr X. Mbeleni	Xolani.mbeleni@gmail.com	081 778 7540	0710247
Buffalo City District	Kwa Ntanjana Tradings	4A Lancaster Place Vincent East London 5247	Mr S. Ntanjana	kwantanjanat@gmail.com	065 307 7212	0556629
Amathole District	ATZ Marketing	Queens Road Dale view King Williams Town 5600	Ms N. Ngqawana	Atzmarketing14@gmail.com	082 353 6673	0094712



**Circular No.09 of 2023/24 FY: TRANSVERSAL CONTRACT FOR THE PROCURMENT OF OFFICE
STATIONERY BID NO (SCMO-22/23-001)**



Umhla		Ifoni	
Date:	05 MAY 2023	Telephone:	083 730 2000 / 083 740 2080
Datum		Telefoon	
Ireferensi	CIRCULAR NO 01 OF 2023/24 – SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE PROVINCIAL GOVERNMENT FOR A PERIOD OF THIRTY- SIX (36) MONTHS, AS AND WHEN REQUIRED (BID NO: SCMO 22/23-001)	Ifaxi	
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Enquiries:	Z. BOBANI / PORTIA HASHE	Pages:	3
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E-mail:	Zifindile.bobani@ectreasury.gov.za / Portia.hashe@ectreasury.gov.za		
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**TO ALL: ACCOUNTING OFFICERS
ACCOUNTING AUTHORITIES
CHIEF FINANCIAL OFFICERS
SUPPLY CHAIN MANAGEMENT UNIT HEADS**

CIRCULAR NO. 01 OF 2023/24

SUPPLY AND DELIVERY OF OFFICE STATIONERY TO THE EASTERN CAPE PROVINCIAL GOVERNMENT FOR A PERIOD OF THIRTY- SIX (36) MONTHS, AS AND WHEN REQUIRED (BID NO: SCMO 22/23-001)

1. PURPOSE

1.1 The purpose of this circular is to inform all Eastern Cape Provincial Departments and Public Entities about the Transversal Contract for Office Stationery arranged by Provincial Treasury (PT) and the participation therein.

2. BACKGROUND

2.1 National Treasury Regulation 16A.6.5 empowers Provincial Treasury to facilitate arrangement of transversal term contracts. To ensure value for money in procurement activities, transversal term



contracts are considered as one of the **procurement** methods that can be **applied** or utilised to achieve this objective.

2.2 On 31 March 2023, PT awarded a transversal contract for the procurement of Office **Stationery**.

3. PROCUREMENT FROM THE TRANSVERSAL OFFICE STATIONERY CONTRACT ORGANISED BY PROVINCIAL TREASURY

3.1 The Eastern Cape Provincial Government endorsed the implementation of the Local Economic Development Procurement Framework (LEPDF), which seeks to promote Eastern Cape Based suppliers and create jobs.

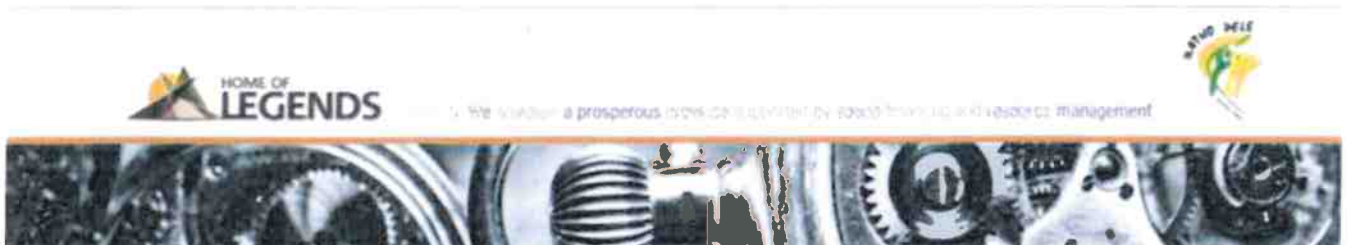
3.2 To assist Provincial Departments with achieving the objectives of the LEDPF, PT arranged a transversal term contract for Office Stationery. All Eastern Cape Provincial Departments and Public Entities are encouraged to participate in the Office Stationery Transversal contract arranged by PT.

3.3 Those departments with existing stationery contracts are to honour their **arrangements** and on expiry of their respective contracts are required to participate in this Transversal contract.

4. LEGISLATIVE FRAMEWORK

4.1 The Constitution of the Republic of South Africa, 1996, Section 217(1), requires that when an Organ of State in the national, provincial or local sphere of government, or any other institution identified in the national legislation, contracts for goods or services, it must do so in accordance with a system, which is fair, equitable, transparent, competitive and cost-effective.

4.2 The Public Finance Management Act, 1999 (Act No. 1 of 1999), Sections 38 (1) (a) (iii) and 51 (1) (a) (iii) respectively require that an Accounting Officer / Accounting Authority for a Department, Trading Entity or Constitutional Institution has and maintains an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.



5. AUTHORITY

5.1 This Instruction is issued in terms of Section 18 of the Public Finance **Management** Act No. 1 of 1999 as amended.

6. APPLICABILITY

6.1 This Circular No. 1 of 2023/24 applies to all Provincial Departments and Schedule 3C and 3D Public Entities.

7. EFFECTIVE DATE

7.1 The provisions of this Circular are effective from **01 May 2023**.

8. DISSEMINATION OF INFORMATION

8.1 Kindly ensure that all relevant officials receive copies of this Circular.

8.2 Should there be any enquiries regarding the contents of this Circular, please contact:

9. ENQUIRIES IN RELATION TO CONTENT OF THE CIRCULAR:

Mr Zilindile Bobani

Deputy Director: SCMO: Strategic Procurement and Transversal Contracts

Tel. Number: 083 740 1577

E-mail: zilindile.bobani@ectreasury.gov.za


OR

Mrs Portia Hashe

Director: SCMO: Strategic Procurement and Transversal Contracts

Tel. Number: 083 730 2000

E-mail: Portia.hashe@ectreasury.gov.za



MR. D. MAJEKE
HEAD OF DEPARTMENT
PROVINCIAL TREASURY

09/05/2023

DATE



 We envision a **prosperous** province **supported** by sound financial and resource management.

