Call for the submission of library books, resources and teachers’ reference material for primary schools

1. CALL FOR SUBMISSION

1.1 The Gauteng Department of Education is inviting publishers and suppliers of school library resources for Primary Schools (grades 1 – 7) to submit resources for evaluation for updating the school library catalogue. Resources for primary schools are required in all official languages. Relevant resources for teachers’ reference will also be considered.

Please submit only new resources that are still in print/production and readily available. Do not submit resources that have been listed in previous catalogues. Do not submit textbooks, study guides, workbooks or other classroom material.

1.2 The submission of the resources should be in line with the following: There is a particular need for readable picture books and storybooks in order to promote reading for pleasure. Non-fiction for children is also required. Please submit one copy per title. The approved resources will become the property of the GDE Education Library. Please note that submission of a title does not guarantee inclusion in the catalogue.

2. SUBMISSION DETAILS

2.1 SUBMISSION FEES

A submission fee is required to cover the cost of evaluation. Submission fees are as follows:

- R60 for each resource (book, poster) for Grades 1 – 3
- R70 for each (CDs and DVDs and other) for Grades R – 3
- R120 for each resource (book, poster) for Grades 4 – 7.
- R140 for each (CDs, DVDs and other) for Grades 4 – 7

The fee for each book or other resource in a set is the same as for individual resources, for example if an encyclopedia suitable for Grades 4 – 7 consists of 8 volumes, the submission fee will be R960.

All submission fees should be bank deposited as follows:

Banking Details:

Name of Trust Account: Gauteng Education Development Trust
Name of Bank: ABSA Market Street
Branch Code: 519 205
Type of Account: Cheque Account
Account Number: 100 757 1921
Reference Number: Project 13 (NB: IN BRACKETS PLEASE SPECIFY PUBLISHER’S NAME)

2.2 SUBMISSION FORMAT

Publishers are expected to complete the submission template provided to indicate the resources that will be physically submitted for evaluation. The completed template must be submitted mandla.masango@gauteng.gov.za. The electronic spreadsheets must be emailed between 08h00 and 16h00 as from 22 April 2013 until 17 May 2013.

2.3 SUBMISSION VENUE

Resources must be hand delivered to:

The Education Library
Cnr Nana Sita (previously Skinner) and Lilian Ngoyi (previously Van der Walt) Streets Central Pretoria

2.4 PHYSICAL SUBMISSION

Submissions of the material indicated on the spreadsheet must be hand delivered to the submission venue between 27 – 31 May 2013 at 09h00 – 15h00 according to the times allocated per publisher. Each publisher will be allocated a date and timeslot on which to hand deliver their resources. The submission schedule per publisher will be sent to all publishers on or before 24 May 2013.

The person delivering the resources must be available to wait while they are being checked.

When submitting materials publishers are requested to bring along their copy of the spreadsheet as well as their proof of payment. Submissions will not be received without the above-mentioned documents. No late submissions will be accepted.

3. For more information on this call for submission feel free to visit our website on www.education.gpg.gov.za or contact the following people:

- Busi Dlamini on 011 355 0763 (Busi.Dlamini@gauteng.gov.za)
- Pelisa Pukwana on 011 355 0768 (Pelisa.Pukwana@gauteng.gov.za)
- Anna Brown or Mona Niemand on 012 322 7685 (Anna.Brown@gauteng.gov.za)