

INTER-OFFICEMEMORANDUM

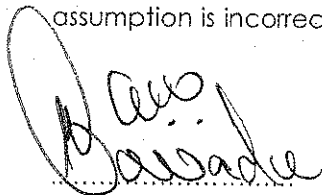


TO : Bongani Shezi
FROM : Hermann Conradie
DATE : 23 March 2007
SUBJECT : New Procedure: Printing of the Provincial Gazette by the Government
Printing Works

*Letheu Buthelezi, Please find
memo, on the submissions for
Government Gazette Printing*

GBS 2007/03/03

I assume that Corporate Services co-ordinates requests for notices in the provincial gazette. Please ensure that everyone dealing with this matter is aware of the new procedure. The provincial SCM office may also be involved. The matter can also be sent to the other SGMs and their managers for their information. Please discuss if my assumption is incorrect.


Hermann Conradie



Ms Comrade please put a process that will ensure that we are able to print with the government printer as from April

PROVINCE OF KWAZULU-NATAL
ISIFUNDAZWE SAKWAZULU-NATALI

Office of the Premier
Ihlovisi LikaNdunankulu

CHIEF DIRECTORATE: STATE LAW
ADVISORY SERVICES (Directorate:
Constitutional Matters and Language
Services)

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PIETRIEMARITZBURG
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Cellular: 082-785-4606/ 082-746-2575

CIRCULAR LETTER TO:

1. THE HEADS OF ALL PROVINCIAL DEPARTMENTS;
2. THE MUNICIPAL MANAGERS OF ALL MUNICIPALITIES; AND
3. THE CHIEF EXECUTIVE OFFICERS OF ALL PROVINCIAL PUBLIC ENTITIES IN KWAZULU-NATAL, AND
4. THE CHAIRPERSON OF THE MUNICIPAL DEMARCATION BOARD; AND
5. THE CHAIRPERSON OF THE INDEPENDENT ELECTORAL COMMISSION

Dear Colleagues

NEW PROCEDURE: PRINTING OF THE PROVINCIAL GAZETTE BY THE GOVERNMENT PRINTING WORKS

It has become necessary for the Office of the Premier to reconsider the current printing of the *Provincial Gazette* by a commercial printer in the private sector.

Distinct advantages in utilising the services offered by the *Government Printing Works* have been identified.

The new procedure to be followed in relation to the printing of the *Provincial Gazette* and the publication of notices in the *Provincial Gazette* appears below.

1. General Procedure for publication of notices in the *Provincial Gazette*

With effect from April 2007, all notices for publication in the *Provincial Gazette* must be submitted directly to the *Government Printing Works* either –

- (a) by post to:

Physical address:
Government Printing Works
149 Bosman Street
PRETORIA
1000

or

Postal address:
Government Printing Works
Private Bag X85
PRETORIA
0001;

(b) by facsimile to: (012) 323-8805; or

(c) by e-mail to: Louise.Fourie@print.pwv.gov.za.

All enquiries pertaining to the printing of notices in the *Provincial Gazette* must be directed to the following persons –

(a) *Mrs L Fourie*: (012) 334-4686;

(b) *Mr Awie van Zyl*: (012) 334-4523; or

(c) *Mrs H Wolmarans*: (012) 334-4591.

The **deadline** for the submission of notices to be published in the ordinary *Provincial Gazette* is 15h00 on Thursday five working days before the date of publication (i.e. the following Thursday).

Notices must be edited and checked by Departments before submission to the *Government Printing Works* and Departments must accept full responsibility in this regard.

2. Publication of bids and quotations

All bids and quotations are published separately in the *Government Tender Bulletin* which is published every Friday.

The **deadline** for the submission of bids and quotations to be published in the *Government Tender Bulletin* is 16h00 on Friday two weeks before the date of publication.

Please note that no bid or quotation is to be published in the *Provincial Gazette* and there is no extra-ordinary *Government Tender Bulletin*. The *Government Tender Bulletin* is a weekly publication.

3. Publication of notices in Extra-ordinary Provincial Gazette

An Extra-ordinary *Provincial Gazette* is meant for the publication of notices such as Acts, IEC and Demarcation Board notices and Proclamations made by the Premier and Members of the Executive Council, which owing to the urgency cannot wait to be published in the ordinary *Provincial Gazette*.

4. Translation and editing

Short notices for *translation* should be submitted to the Sub-directorate: Language Services in the Office of the Premier at least 4 days before the deadline for publication in the *Provincial Gazette*, i.e. Thursday.

The Sub-directorate: Language Services operates on a "first come first served" basis. Notices received for translation are attended to between 7 - 21 days after receipt. Lengthy and complex documents may, however, take longer than the period stipulated above. Notices that, for any reason, cannot be translated in-house are outsourced to other Provincial Language Units. The use of *pro formas* is recommended for LEFTEA, Removal of Restrictions and Approval of Private Township notices etc. These notices must be checked for correctness and signed by the Legal Administration Officers before they are submitted to the Sub-directorate: Language Services.

Translated notices will be submitted to the referring Departments for transmission to the *Government Printing Works* as individual Departments will liaise directly with the *Government Printing Works*.

5. Subscriptions

The *Government Printing Works* will take over the existing list of subscribers to the *Provincial Gazette*. When current subscriptions

expire, subscribers must renew their subscriptions with the *Government Printing Works*. Subscribers would have an option to subscribe to either the *Provincial Gazette* or the *Government Tender Bulletin* or both.

Subscription fees are as follows –

Provincial Gazette: R148-50

Government Tender Bulletin: R34-20

All enquiries pertaining to the publication of tenders (i.e. bids or quotations) or the *Government Tender Bulletin* should be directed to –

Mrs SM Milanzi: (012) 334-4734

Mrs J Wehmeyer: (012) 334-4753

Facsimile: (012) 323-9574

It would also be helpful for Heads of provincial Departments, municipal managers of municipalities, chief executive officers of provincial public entities to distribute the contents of this letter to their legal and all line function components to ensure a common understanding of the new role and function of the *Government Printing Works* as well as that of the Sub-directorate: Language Services in the Office of the Premier.

You may contact Ms N Zuma (Deputy Manager: Language Services) to clarify any aspect of the new procedure or to arrange a briefing session if required. Ms Zuma's contact details are as follows –

Tel.: (033) 341-3371

Fax: (033) 394-4153

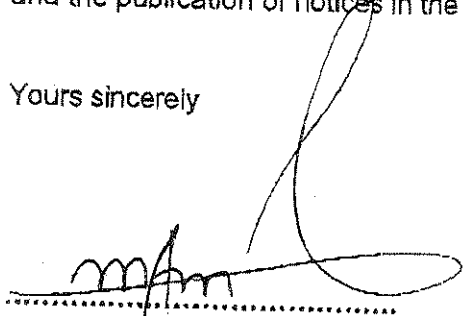
e-mail: zuman@premier.kzntl.gov.za.

Cellular: 083-391-2545

The attached document attempts to explain the background to, and the reasons for, the decision in relation to utilising the services offered by the *Government Printing Works* rather than to continue utilising commercial printers in the private sector.

I thank you for your understanding in this matter and your co-operation in implementing the new procedure in respect of the printing of the *Provincial Gazette* and the publication of notices in the *Provincial Gazette*.

Yours sincerely

A handwritten signature in black ink, appearing to be 'mAm', written over a dotted horizontal line. A large, loopy flourish extends from the end of the signature upwards and to the right.

PROF MA MCHUNU
DIRECTOR-GENERAL

DATE: 15/03/07

ATTACHMENT TO CIRCULAR LETTER

NEW PROCEDURE: PRINTING OF THE *PROVINCIAL GAZETTE* BY THE GOVERNMENT PRINTING WORKS

This attachment attempts to set out the background to, and the reasons for, the decision in relation to utilising the services offered by the *Government Printing Works* rather than to continue utilising commercial printers in the private sector.

As will appear more fully hereunder, it has become necessary for the Office of the Premier to reconsider the current printing of the *Provincial Gazette* by a commercial printer in the private sector.

All national government Departments are compelled, in terms of the *Treasury Instructions* (Chapter N4.4 and Chapter S2.1.3), to obtain printed matter in excess of R20 000-00 from the *Government Printing Works*. Provincial governments may opt to use the services of the *Government Printing Works* or, otherwise, procure the services of commercial printers in the private sector (following the usual supply chain management and procurement procedures).

The *Government Printing Works* was established in 1888 and offers a range of services including the printing of the *Government Gazette* (national) and various *Provincial Gazettes*. All Provinces except *Western Cape* and *KwaZulu-Natal* currently use the services of the *Government Printing Works* to print their *Provincial Gazettes*.

The *Government Printing Works* is a Chief Directorate falling under the national *Department of Home Affairs* and has its physical address at 149 Bosman Street, Pretoria.

The printing of the *Provincial Gazette* is currently handled in terms of tender ZNT 164P and a Service Level Agreement entered into between the KZN Provincial Government and a commercial printer in the private sector. This contract expires in May 2007.

During the times when the printing of the *Provincial Gazette* was entrusted to commercial printers in the private sector certain problems were, at times, experienced with the service that the Provincial Government and other persons and

bodies (such as the Municipal Demarcation Board and the Independent Electoral Commission) received from the printers.

In April 2005, the *Municipal Demarcation Board* wrote to the Honourable Premier outlining the problems perceived and experienced with the service in relation to the publication of notices in *Provincial Gazettes* by the Municipal Demarcation Board to delimit wards for all municipalities with a view to the 2005/ 2006 Local Government Elections.

Mr Vuyo Mlokoti, the *Chairperson* of the *Municipal Demarcation Board*, concluded his letter dated 5 April 2005 by making the following recommendation:

"... The Board would like to recommend that serious consideration be given by the KZN Provincial Government to outsource the printing of Provincial Gazettes to the Government Printer in Pretoria or to transfer this function to the Government Printer. This will no doubt assist in getting government printing works rationalized for more effective and efficient service delivery."

The Sub-directorate: Language Services (in the Directorate: Constitutional Matters and Language Services in the Chief Directorate: State Law Advisory Services in Office of the Premier) has also experienced certain *day-to-day problems and hitches* with the commercial service provider which has added to the *workload of employees* in the Sub-directorate and resulted in them having to take on tasks which do not form part of their core business.

The Sub-directorate: Language Services in the Office of the Premier currently facilitates the publication of notices in the *Provincial Gazette*, acting as a conduit for other Departments, as well as shouldering the responsibility on behalf of the other provincial Departments for the editing and proof-reading of, the costing of, and the processing of payments for, all notices for publication in the *Provincial Gazette*. This extended administrative role is not part of the core business of the Sub-directorate: Language Services. There is also *no legal obligation* on the Office of the Premier to act as the go-between or conduit for the other Provincial Departments in this respect.

Also, in respect of utilising the services of commercial printers, KwaZulu-Natal seems to be out step with other Provinces. All Provinces except *Western Cape* and *KwaZulu-Natal* currently use the services of the *Government Printing Works* to print their *Provincial Gazettes*.

Other Provinces use the services of the Government Printing Works. In the other Provinces, each Department wishing to place notices in the *Provincial Gazette* liaises with the *Government Printing Works* and accounts are sent by the *Government Printing Works* to the individual Departments who pay the *Government Printing Works* directly. The respective individual Departments are responsible for meeting publication deadlines and proofreading their own notices.

The *National CFO Forum* has also recommended that KwaZulu-Natal adopt the procedures followed by the other Provinces in relation to the printing, and payment for the printing of, the *Provincial Gazette*.

Distinct advantages in utilising the services offered by the *Government Printing Works* have been identified –

1. The *Government Printing Works* is geared to handle the work. The *Government Printing Works* currently handles the printing of the national *Government Gazette* and the printing of all *Provincial Gazettes* except for *Western Cape* and *KwaZulu-Natal*.

2. The *Government Printing Works* provides an acceptable standard and level of service (see the recommendations of the Municipal Demarcation Board above) at standardised fees and rates.

The KZN Provincial Government would avoid possible future embarrassment in relation to the printing of Municipal Demarcation Board and IEC notices.

3. Rationalising all government printing promotes uniformity, economies of scale and accessibility.

The *Government Printing Works* is in the process of setting up a website on which all *Gazettes*, national and provincial, printed by the *Government Printing Works* will be able to be accessed by the public free of charge.

The *Government Printing Works* will not only make hard copies (for example, 50 hard copies) of the *Provincial Gazette* available to the Office of the Premier for record purposes and for sale directly to the public, but will also make available electronic copies in PDF format on CD, to obviate the necessity of employees in the Sub-directorate: Language Services having to physically scan the *Provincial Gazettes* for the online availability on the Province's *Provincial Gazette* website. Employees of the Sub-directorate:

Language Services will therefore be able to focus and concentrate on their *core business* (translations).

4. The *Government Printing Works* will take over the *subscription list* of the *KZN Provincial Gazette* and contact all current subscribers to the *Provincial Gazette* who will then have to register and subscribe with the *Government Printing Works*. The *Government Printing Works* will distribute *hard copies* of the *Gazette* to subscribers and subscribers will pay for the *cost* of the *Gazette* including *postage*.

The KZN Provincial Government will no longer have to bear the costs of the *Provincial Gazettes* distributed to subscribers and the costs of posting those *Gazettes* to subscribers.

5. Each *provincial Department* and *municipality* in KZN will, in future (as from *April 2007*), *liaise directly* with the *Government Printing Works*

The *Government Printing Works* will *bill* each *Department* and *municipality* directly and each *Department* will pay the *Government Printing Works* directly. Each *Department* and *municipality* will be responsible for the *compilation, editing and proofreading* of its own notices for publication in the *Gazette*.

This would obviate the current necessity of the Office of the Premier having to claim for payments made on behalf of other Departments and the late transfer of funds (and subsequent reconciliations) the Office of the Premier has had to deal with over the past years. In this respect, KZN has been out of step with the other Provinces.

Employees of the Sub-directorate: Language Services will no longer be responsible for proofreading notices of other Departments for placement and publication in the *Gazette* and will increasingly be able to focus and concentrate on their *core business* (translations).