

PROCEDURE TO FOLLOW WHEN ORDERING

The Correctional Services Act: Act 111 of 1998 states the following:

133. Agreements for articles, supplies and services.

- (1) All State departments must, as far as practicable, purchase articles and supplies manufactured by prisoner labour from the Department at fair and reasonable prices as may be determined by the Minister of Finance.

Other Government Departments

1. Phone the nearest Departmental Workshop*, speak to the Section Head: Production Workshops to determine if they can be of assistance in the manufacturing of the product required.
2. Forward your request to DCS Head Office for an official quotation. If the quotation is acceptable, then forward your official purchase order to DCS Head Office for approval and disposal.
3. The completion time will be determined by the amount of work on hand in the specific workshop but should not exceed 3 months from approval by H.O. Estimated completion time can be negotiated with the Section Head: Production Workshop.
4. When the product is completed, the workshop will forward a Z59 receipt to DCS Head Office to commence payment of the product.
5. The workshop will contact the client when the product IS READY FOR DISPATCH/COLLECTION
6. Orders from other government departments should reach DCS Head Office by the end of August of each financial year to ensure speedy delivery.

DCS

1. Supply Chain units must annually submit their needs of the next financial year for the manufacturing of workshop products / services (Wood, steel, textile or bakery) before or on 30 September each year to Head Office, Director: Production Workshops and Agriculture.
2. Where an item does not form part of the annual Master Schedule of the Directorate Production Workshops & Agriculture, but the item is required, the Requisitioning Depot should first contact the closest Manufacturing Workshop and obtain a quote and confirmation that the specific workshop will be able to manufacture the item as 'unscheduled'.
3. Internal requisitioning procedure is followed when items, goods or services are available from own Management Area or Correctional Centre (internal sources)
4. External requisitioning procedure is followed when items, goods or services are available from other Management Areas (internal sources).
5. NB. Requisitioning depots must ensure that the correct ICN and store number are used.

WORKSHOP CONTACT DETAILS

KwaZulu-Natal

Pietermaritzburg (wood, steel and textile)

Store number: 9510495022

Tel: (033) 845 5500/5621, Fax: (033) 394 0420

Durban (textile)

Store number: 9510495081

Tel: (031) 204 8811/8855, Fax: (031) 267 2902

Free State and Northern Cape

Bizzah Makhate (Kroonstad)

(wood, steel and textile)

Store number: 951029587

Tel: (056) 216 4318/9/4337, Fax: (056) 213 1517

Tswelopele (Kimberley)

(textile)

Store number: 9510695086

Tel: (053) 836 6262, Fax: (053) 861 2857

Eastern Cape

St Albans (Port Elizabeth) (wood, steel and textile)

Store number: 9510195084

Tel: (041) 398 1198/1276/1277, Fax: (041) 775 1171

East London (textile)

Store number: 9510195047

Tel: (043) 731 2250, Fax: (043) 763 6734

Western Cape Region

Pollsmoor. (Tokai) (wood, steel and textile)

Store number: 9510995077

Tel: (021) 700 1260/1/2, Fax: (021) 701 9246

Drakenstein (Paarl) (wood, steel and textile)

Store number: 9510995149

Textile: 9510995034

Tel: (021) 864 8040, Fax: (021) 867 0715

West Coast (Malmesbury)

(textile)

Store number: 9510995052

Tel: (022) 487 1350, Fax: (022) 487 1362

Worcester (Breede River) (textile)

Store number: 9510995035

Tel: (023) 348 7768, Fax: (023) 347 4550

Helderstroom (Overberg) (wood, steel and textile)

Store number: 9510995031

Tel: (028) 215 8611, Fax: (028) 214 8637

OFFENDER UNIFORM AND TEXTILES

PRODUCTS	MANUFACTURING PRODUCTION WORKSHOPS
Apron, PVC	Tswelopele
Beanies	Mogwase Overberg
Bed sheets	Boksburg Breederivier East London St Albans
Blouse (female)	Pollsmoor
Coffee/tea bags	Breederivier
Curtains	Breederivier
Draw sheet	Breederivier
Dress female summer	Pollsmoor
Dress food	Breederivier
Duvet cover	Durban-Westville
Facecloth blue	Kgoši Mampuru II
Food cover	Breederivier
Gown blue	Kgoši Mampuru II
Hats (juvenile)	Pollsmoor
Hats, orange	West Coast
Hats, yellow (remand)	
Ironing sheet	Breederivier
Jacket (female)	Pollsmoor
Jacket (juvenile)	
Jacket, white	Bizzah Makhate Breederivier
Jacket, yellow (remand)	Tswelopele West Coast
Male drawer	Boksburg Breederivier Durban-Westville
Mattress covers	Boksburg Zonderwater Drakenstein
Overcoat, white	Bizzah Makhate Breederivier
Overall (juvenile)	Durban-Westville Pollsmoor
Overall, orange	West Coast
Overall, red	Boksburg
Overall, white	Bizzah Makhate Breederivier
Pillow cases	Boksburg Breederivier East London St Albans
Press cloth	Breederivier
Pyjamas, female, summer	Bizzah Makhate
Pyjamas, female, winter	Breederivier
Pyjamas, summer	
Pyjamas, winter	
Raincoat, PVC	Tswelopele

OFFENDER UNIFORM AND TEXTILES

PRODUCTS	MANUFACTURING PRODUCTION WORKSHOPS
Sheet, hospital, offender, blue	Kgosi Mampuru II
Shirt, juvenile	Durban-Westville Pollsmoor
Shirt, orange	Boksburg Drakenstein East London Pietermaritzburg Potchefstroom St Albans Thohoyandou Tswelopele West Coast Witbank Zonderwater
Shirt, red	West Coast
Shirt, short sleeve	Pollsmoor
Shirt, yellow (remand)	Durban-Westville Pollsmoor St Albans Tswelopele West Coast
Shirt, white	Bizzah Makhate Breederivier
Sweater, tops	Mogwase Overberg
Table cloth Theatre gowns	Breederivier
Towel, blue Towel, white	Kgoši Mampuru II
Trouser, orange	Boksburg Drakenstein East London Pietermaritzburg Potchefstroom St Albans Thohoyandou Tswelopele West Coast Witbank Zonderwater
Trouser, red	West Coast
Trouser suit, female	Pollsmoor
Trouser, yellow (remand)	Durban-Westville Pietermaritzburg Pollsmoor St Albans West Coast
Trouser, white	Bizzah Makhate Breederivier
Vests	Boksburg St Albans