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Municipality

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EVALUATION REPORT

FORMAL WRITTEN PRICE QUOTATION: **SCM-Q-2025-26-025**

BID BACKGROUND

Formal Written Price Quotations were invited for: **Procurement of Local Government Comprehensive Library Set Books (2024 Edition) or latest available versions**

BID ADVERTISEMENT

Advertisement was advertised in the following media:

- Municipal Website (7 days)
- Municipal Notice Board (7 days)

BID PERIOD INFORMATION

Date bid advertised:	19 September 2025
Date bid closed:	29 September 2025
Expiry of Validity of Bid:	(60 days after closing)
Number of bids received:	05

BID RECEIVED INFORMATION

The following bids were received on **Monday, 29 September 2025 @ 12:00 p.m:**

No:	Bidder	B-BBEE Level	Amount
1	Juta and Company (Pty) Ltd	1	R 77 561.52
2	AAA Consumables Western Cape (Pty) Ltd	1	R 72 828.00
3	Neoteric Trading Services (Pty) Ltd	1	R 79 253.00
4	Arthurstone Investment	1	R 112 980.00
5	Elek Academic Bookstore	1	R 103 700.00

The following submitted their bid late:

No:	Bidder	B-BBEE Level	Amount
1	Elek Academic Bookstore	1	R 103 700.00

COMPLETENESS EVALUATION:

Description	Juta and Company (Pty) Ltd	AAA Consumables Western Cape (Pty) Ltd	Neoteric Trading Services (Pty) Ltd	Arthurstone Investment
MBD.1 - Invitation to Bid:	Y	Y	Y	Y
MBD.3 – Pricing Schedule / Bill of Quantities	Y	Y	Y	Y
MBD.4 – Declaration of Interest:	Y	Y	Y	N
MBD 6.1 – Preference Points Claim Form	Y	Y	Y	Y
MBD.8 – Declaration of Past SCM	Y	Y	Y	Y
MBD 9 – Independent Bid Price	Y	Y	Y	Y
Certificate for Payment of Rates	Y	Y	Y	P
Quotation Form	Y	Y	Y	Y
Signatory of Authority	Y	N	Y	N
Form of Offer	Y	N	Y	Y
Declaration by Bidder	Y	P	Y	P

NOTES ON COMPLETENESS:

Juta and Company (Pty) Ltd

- None

AAA Consumables Western Cape (Pty) Ltd

- **Signatory of Authority:** Not completed
- **Form of Offer:** Price is omitted
- **Declaration by Bidder:** "Domicillium Citandi" part not completed

Neoteric Trading Services (Pty) Ltd

- **Signatory of Authority:** Not completed however they provided a resolution.

Arthurstone Investment

- **Certificate for Payment of Rates:** Directors address not listed.
- **Signatory of Authority:** Not completed
- **Declaration by Bidder:** "Domicillium Citandi" part not completed

RESTRICTED / TENDER DEFAULTER SUPPLIER VERIFICATION

All bidders were checked in respect of restricted / tender defaulter and none are listed. (See attached CSD reports).

IN SERVICE OF THE STATE VERIFICATION

All bidders were checked and none were found to be "in service of the state". (See attached CSD reports).

Bidder	Conflict

TAX COMPLIANCE STATUS

All bidders were check to verify their tax compliant status.

Juta and Company (Pty) Ltd	-	Tax Compliant Status
AAA Consumables Western Cape (Pty) Ltd	-	Tax Compliant Status
Neoteric Trading Services (Pty) Ltd	-	Tax Compliant Status
Arthurstone Investment	-	Tax Compliant Status

The following bidders were found to be **Non-Responsive:**

Bidder	Reason
AAA Consumables Western Cape (Pty) Ltd	No valid form of offer

BID PREFERENCE POINTS SCORING

Only bidders' who are found responsive will be evaluated for preference points.

No	Bidder	Amount	Price Point	B-BBEE Points	Locality Points	Total Points
1	Juta and Company (Pty) Ltd	R 77 561,52	80,00	10,00	0,00	90,00
2	Neoteric Trading Services (Pty) Ltd	R 79 253,00	78,26	10,00	0,00	88,26
3	Arthurstone Investment	R 112 980,00	43,47	10,00	0,00	53,47

NOTE:

RECOMMENDATION

It is hereby recommended that the bid awarded to the bidder scoring the highest preferential procurement points.



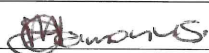
A.T QUINN
Supply Chain Management

RECOMMENDATION - MANAGER FINANCIAL SERVICES (BTO)

☐ Budget Available

☐ Budget Not Available

NAME: Ms. Elbenice Hermanus

SIGNATURE: 

DATE: 2025-10-01

RECOMMENDATION - CHIEF FINANCIAL OFFICER

☒ Recommended

☐ Not Recommended

NAME: Ms. Lesego Mokgoje

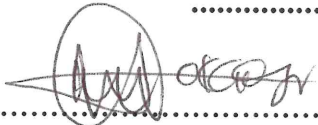
SIGNATURE: 

DATE: 2025-10-01

ACCEPTANCE OF RECOMMENDATION

APPROVED / REJECTED

REASON:
.....



.....
MANAGER: USER DEPARTMENT
DATE:

mSCOA Allocation:	
Budget Available:	

RECOMMENDATION REJECTED

ALTERNATIVE OPTION

No	CSD No	Bidder	Amount
1			

REASON:
.....
.....

.....
MANAGER: USER DEPARTMENT
DATE: