



COMMUNICATIONS UNIT
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22.4.2016

REQUEST FOR A QUOTATION

Supplier name _____

Fax number _____

Telephone number _____

V.A.T No _____

PR Number _____

REF NUMBER

SCM / COMM261

ITEM NO	Description	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t	Delivery period
1	Please quote for photography service, all pictures save on cd. Event title: Codefest Youth Innovation Programme Workshop. Venue: UKZN Howard College, Unite Building(Gate 8). Date: 23 April 2016. Time: 08h30 to 14h00	1				
2	Video coverage and edited according to the length of event. Final edited video saves on 2 DVDs . Raw footage is also required to be submitted.	1				

NB:

- 1 Quote is binding and may not be cancelled
- 2 Quote must be prepared on this document
- 3 Prices to be fixed and firm in South African Rands
- 4 Quote must be emailed to the email address provided above
- 5 Indicate items for which you are the sole agent
- 6 Quote must include a single price (including delivery cost & warranties)
- 7 Quote must be valid for 30 days
- 8 Supporting documents are not required
- 9 **Quotation closing date and time: 22/04/2016 14:h00**