



COMMUNICATIONS UNIT

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SCM Comm SCM.Comm@durban.gov.za

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REQUEST FOR A QUOTATION

REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		SCM / COMM: 259				
DATE						
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	To print 5 different types of A5 Leaflets on 115gsm gloss in full colour on both sides.					
	Type 1	5000				
	Type 2	5000				
	Type 3	5000				
	Type 4	5000				
	Type 5	5000				
	Delivery Date: 28/04/2016					
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: 25 April 2016 10:h00			