



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM :Bester Hall- Sound

ITEM NO	Description	Qty	Cost per unit (Excl	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	PA Sound System: Powerful speakers, 2 x roving microphones, laptop, audio mixer	1				
2	Screen(3m x 2.5m) projector and data projector	1				
3	20m and 10m extension cables	2				
	Delivery date: 24,25 and 26 April 2018 Delivery venue:Bester Hall, Time: 09H00 - 13H30, No. Of Guests: 55, Event Title: Business Empowerment Workshop					
	TOTAL					

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 & time:19/04/2018(10h00)

