



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Community Media Forum (Video Production)				
DATE	16/04/2018					
ITEM NO	Community Media Forum Video production	Qty: 1	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
	Service required: Production of Community Media Forum's journey. Previous video clips are to be produced to 1 video. Videos will be supplied. (10 minutes video production). Delivery Date: 18/04/2018 Time: 14h00 Venue: 7 th floor Rennie House Communications unit.					
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: 17/04/2018 @10:00					