



COMMUNICATIONS UNIT

7th Floor

41 Margaret Mncadi Avenue, Durban, 4001

P O Box 5588, Durban, 4000

Tel: 031 311 4827, Fax: 031 332 8051

SCM.Comm@durban.gov.za

Tel: 031 311 4827, Fax: 031 332 8051

**REQUEST FOR A QUOTATION**

<b>Supplier name</b>														
<b>Fax number</b>														
<b>Telephone number</b>														
<b>V.A.T No</b>														
<b>PR Number</b>														
<b>REF NUMBER</b>							Community							
							Media Forum							
<b>DATE</b>														
<b>ITEM NO</b>	<b>Description</b>		<b>Qty</b>	<b>Cost per unit (Excl V.A.T)</b>	<b>Cost per unit (Incl V.A.T)</b>	<b>Total cost incl v.a.t)</b>	<b>Delivery period</b>							
	Event: April Community Media Forum													
1.	Fresh Floral centre piece		6											
2.	Stretch Marquee (100 seater with patterns)		1											
3.	Clear glass Tiffany chairs		100											
4.	8 seater round tables		6											
5.	Cocktail Tables		4											
6.	White Round table cloths		10											
7.	2 seater White Leather couches		2											
8.	Centre pieces (black & White Stripes)		6											
9.	6m Entrance red carpet (Must be clean)		1											
	<b>Total</b>													
<b>NB:</b>														
<b>1</b>	Quote is binding and may not be cancelled													

<b>2</b>	Quote must be prepared on this document			
<b>3</b>	Prices to be fixed and firm in South African Rands			
<b>4</b>	Quote must be emailed to the email address provided above			
<b>5</b>	Indicate items for which you are the sole agent			
<b>6</b>	Quote must include a single price (including delivery cost & warranties)			
<b>7</b>	Quote must be valid for 30 days			
<b>8</b>	Supporting documents are not required			
<b>9</b>	<b>Quotation closing date and time: 17 April 2018 @ 8 am</b>			