



COMMUNICATIONS UNIT

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25/8/2016

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM / COMM364

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 supply 10 X free flower Centerpieces, 10X white table cloths, 100 X black chair covers, 10 X black overlays and 10 X round tables. Event title: Community Media Forum Meeting. Venue: Albert Luthuli Hall at City Hall. Date: 26 August 2016. Time to set up: 09h00	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: 25/08/2016 @ 12h00**