COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		**Township Business Workshop**				
DATE		**30/08/2018**				
ITEM NO	Description: **Township Business Workshop**	**Qty**	**Cost per unit (Excl V.A.T)**	**Cost per unit (Incl V.A.T)**	**Total cost incl v.a.t)**	**Delivery period**
1 3.	**Sound System** with two roving Mics ,1 coded Mic and laptop **NB: (Quality and professionalism will not be compromised).** Event Date: **06/09/2018** Venue: Bester Hall (Kwa-Mashu) No of guest**: 200** Time: **08h30 – 15h00**					
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:04 September 2018 @12h00**					