



COMMUNICATIONS UNIT

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02/11/2016

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM425

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	Please kindly forward a quotation for sound service as per the following specs: Adio Mixer & speakers, 1 x podium mic, 2 x roving mics & CD/DVD player. Event Title: Procurement Day. Date: 07 December 2016. Time: 08h30 to 16h00, Venue: Umkhumbane Community Hall.	150 guests				

**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: 05 December 2016 @ 11:00**

