



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		SCM / COMM:				
DATE						
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 provide sound service: Audio Mixer, Speaker 2 x Wireless Microphones 1 x CD Player					
2.						
	TOTAL					
	Event Title: North based					

	<p>Opportunities Workshop</p> <p>Date: 14 December 2016</p> <p>Time: 9:00 to 14:00</p> <p>Venue: Cornumbia, Phase 1B, Culder-Sac</p> <p>Number of guests expected: 50</p>					
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: 13 December 12:h00					