



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: 088				
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	<p>Event Title: Cemeteries Awareness.</p> <p>Service: To provide a PA System</p> <p>Speakers and 4 roving Mics</p> <p>Number of Guest expected: 100</p> <p>Venue & Date:</p> <ol style="list-style-type: none"> 1. KwaMashu Station, 2nd March 2016, (12:00 to 13:00) 2. KwaMashu Station 3rd March 2016, (12:00 to 13:00) 3. The Workshop, 5th March 2016, (10:00 					

	to 11:00) 4. KwaMashu Station, 5 th March 2016, (12:00 to 13:00)					
	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: 1 March 2016 10:h00					