



COMMUNICATIONS UNIT

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Date: 23.2.2016

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM078

| 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       | Supplying of pa sound(75 guests) with 3 x handheld micas, 1 x cd/dvd player, 1 x mic stand for podium, speakers and audio mixer. Event title: City Manager's Monday OPS Meeting. Venue: Amaoti Community Hall, Inanda. Date: 2 March 2016. Time: 07h00 to 09h00 |     |                            |                            |                        |                 |
| 2       | Supplying of 12by9 screen projector and data projector for presentations  |     |                            |                            |                        |                 |
| 3       |   |     |                            |                            |                        |                 |

**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: 24 February 2016 (15h00)**