



COMMUNICATIONS UNIT

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SCM Comm SCM.Comm@durban.gov.za

Tel: 031 311 4827, Fax: 031 332 8051

Date: 29.2.2016

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM089

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 design and print 37 name badges with eThekweni Municipality logo(on left hand side from top to bottom). magnetic clipping. 2 lines only(Commucations Unit on on top and name of staff member below). size: 75mm(l) X 25mm(w). Colour: gold	37				

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: 2 February 2016 (10h00)**