



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: 081				
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>To provide Photography Services.</p> <p>Event: Retirement Function</p> <p>To shoot 37 x A4 Photographs and supply silver Frames for the pictures. The picture should have the Municipal Logo (Logo to be provided.) on the top left hand corner and be written "PRC RETIREMENT FUNCTION"</p> <p>The photographs should consist of 30 individual Photos of awarding of certificates and 7 group photos to be framed and delivered by the 20th of April</p>	37				

	2016. Details of event Time: 11h00 – 13h00 Date: 13 April 2016					
2	To supply 30 A4 silver frames for Certificates Delivery Date: 28 March 2016	30				
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: 29 February 2016 14:h00					