



COMMUNICATIONS UNIT

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Date: 22.2.2016

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM076

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	PA sound(2500 guests) with 1 x cabled mic, spaekers, audio mixer 3 x handheld mics and cd/dvd player.					
2	Video coverage and edited final product on 2 copies of DVDs. Raw material should be submitted together with final edited version. Event title: Student Water Conference. Venue: City Hall Main Auditorium. Date: 3 March 2016. Time: 18h30 to 22h00					
3	16by9(6meter long) rear projection screens. 2X42 inches LED screens at middle(Left & Right) of main Auditorioium hall. Al sctcreens must display live video feed from 2 cameras and powerpoint presentations					
4	Laptop(with all accessories) for powerpoint presentations.					

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 (10h30)**