



COMMUNICATIONS UNIT

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Date: 25.2.2016

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM085

| 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(150 guests) with 2 handheld mics, speakers, audio mixer, cd/dvd player and 1 x cabled mic for podium with its stand. Event title: Youth Outreach Information Seminar. Venue Kwadinabakubo Hall, Molweni. Date: 2 March 2016. Time: 08h00 to 14h00 |     |                            |                            |                        |                 |
|         |  |     |                            |                            |                        |                 |

**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: 26 February 2016 (11h30)**