



COMMUNICATIONS UNIT

7th Floor

41 Margaret Mncadi Avenue, Durban, 4001

P O Box 5588, Durban, 4000

Tel: 031 311 4827, Fax: 031 332 8051

SCM.Comm@durban.gov.za

Tel: 031 311 4827, Fax: 031 332 8051

23.2.2018

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

<b>REF. NAME</b>	Cleaningof chairs, flowers and desk screens service
------------------	---

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	Steam vaccum cleaning of fabric chairs	119				
2	Cleaning of artificial/plastic office flowers	4				
3	4 way cluster desk screens	39				
NB: Site visit before quoting is accepted						
			<b>TOTALS</b>			

**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: 28/2/2018 11:00**

