



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Table Cloth and Pull up Banner				
DATE		28/02/2018				
ITEM NO	Description: Table Cloth and Pull up Banner	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Pull up Banner Size: 850mm x 2m Material: PVC Mechanism: Executive Colour: Full Colour					
2	Cloth Banner Size: 1.5 width x 2.5 Length Material: Cloth Colour: Full Colour Artwork will be provided Delivery: 05/03/2018 Venue: Communications Unit Time: 08am (Morning)					
Total						
NB: The Pull Up Banner Mechanism must be of Good Quality.						
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: 28/02/2018 @ 15h00					