



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		New Venture Creation Programme-access to Finance Workshop				
DATE		26/02/2018				
ITEM NO	Description: Sound System	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Sound System with 2 roving Mics ,1 coded Mic) and Podium Mic					
2.	Video Coverage with 1 Edited Copy.					
3.	Projector Event Date: 01/02/2018 Venue: Old Court House Museum- City Hall No of guest: 80 Time: 08h00 – 14h00					
Total						
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: 27/02/2018 @12:15					

