



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

<u>REQUEST FOR A QUOTATION</u>						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Branded Gift Bags				
DATE						
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	<p>Printing Services:</p> <p>Product: Branded Gift Bags</p> <p>Size: 32cm across x 23cm top to bottom</p> <p>Colour: Full single side with rope handles.</p> <p>Paper: 200gsm</p>	100				

	Finish: Matt Laminated Colour of Bag: Yellow					
	Product: Branded Gift Bags Size: 32cm across x 23cm top to bottom Colour: Full single side with rope handles. Paper: 200gsm Finish: Matt Laminated Colour of Bag: Blue	300				
	Delivery Date: 1 st March 2018					
	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 February 8:00am					

