



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

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				

	<p>Finish: Matt Laminated</p> <p>Colour of Bag: Yellow</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> <p>Finish: Matt Laminated</p> <p>Colour of Bag: Blue</p>	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: 26 February 8:00am					

