



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM003

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	Video & edit according to the length of the event, final product of the edited footage two copies of DVD is required. We also need mini DV tapes that were used during shooting (Raw Material). Event Title: Agribusiness and Nutrition Seminar. Date: 22 January 2016, Time: 8:30 to 16:00. Venue: ICC & Marianhill Monastery Farm, No.of Guest Expected: 100.	1				

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 & time: 19 January 2016 @ 12:00**