



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 / COMM: 051				
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	Description: Tent calendars with 13 leaves Print: Full colour machine varnished throughout. Material: Base – 450 gsm Board Leaves – 200gsm Gloss Paper Size: Triangular Base – 190 x220mm Leaves – 150 x 220 mm Finish: Base – creased and trimmed to size Leaves – trimmed to size,	Quantity : 250 / 300 / 500 plus 300 individual leaves				

	collated and wire-bound to base Delivery Date: 27 th January 2016					
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: 25January 2016 14:h00					