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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER			(Sound & Video) Ink Urban Management Forum			
DATE		26/01/2018				
ITEM NO	Sound & Video Ink Urban Management Forum	No. of Guest Expected: 40	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
	Service required: -(Sound) Audio mixer, speakers, 1 x cabled microphone on it stand, 2 x wireless microphones & CD player					
	Video shoot & edit final product on one copies of DVD's required. We also need mini DV tapes that were used during shooting (Raw material)					
	Date: 30/01/2018 Time: 08h00 to 15h30 Venue: G Community Hall, KwaMashu					
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: 29/01/2018 @11:00		
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