



COMMUNICATIONS UNIT

7th Floor

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SCM Comm SCM.Comm@durban.gov.za

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**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM: Safety tips flyers.

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	Printing of z - fold flyers. Size: A 4 size into z-fold. Gloss: 130gm in full colour. Artwork: To be provided	5000				
	Delivery date; 4/02/2018. Delivery address: 7th floor Rennies House Building, Communications Unit					

**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: 31/01/2017 (10h00)**