



COMMUNICATIONS UNIT

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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

To brand A5 Leather note pads

ITEM NO	Description	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl	Delivery period
1	To brand A5 Leather note pads	100				
	 					

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: 30/01/2018 15:h00**