



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 /COM 354				
DATE	20/07/2016					
ITEM NO	Description: SCM SSS Road shows Workshop	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Sound System with 3 roving Mics, 1 coded Mic and 1 Podium Mic. Video Coverage with 2 edited Copies, 2 Screens (2x3 Metres) and Laptop Generator Event Date: 25 July 2016 Venue: Tongaat Town Hall No of guest: 200 Time: 09h00 – 12h00					
2						
3.						
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: 21 July 2016 @ 11h00 Afternoon					