



COMMUNICATIONS UNIT

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26/06/2016

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM329

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	Please kindly forward a quotation for photography service according to the length of the event as per the following specs: 2 copies of the CD (photographs), photographs loaded on a CD. Event Title: AFUS Conference, Date: 29 June - 01 July 2016. 29/06/2016- Time: 08h00 to 17h00-Conference, 29/06/2016 19h00 to 22h00- Gala Dinner. Venue: ICC, No.of Guest expected: 180.					

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: 27 June 2016 @ 15:00**