

**COMMUNICATIONS UNIT**

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SCM.Comm@durban.gov.za

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22/06/2016

**REQUEST FOR A QUOTATION**

Supplier name \_\_\_\_\_

Fax number \_\_\_\_\_

Telephone number \_\_\_\_\_

V.A.T No \_\_\_\_\_

PR Number \_\_\_\_\_

REF NUMBER **SCM/COMM324**

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 white pens printed one colour only, design/look of the pen will have the following wording: (E-HR Support Desk: 031 3226050) Delivery date: 30/06/2016.	7 500				

**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: 24 June 2016 @ 10:00**