



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/COMM :Compliance Workshop

ITEM NO	Description	Qty	Cost per unit (Excl	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	PA system to hire with powerful speakers , audio mixer, cd player and 2 roving microphones	1				
2	Laptop	1				
3	Data Projector and screen that can be visible to 100 people	1				
	Delivery date: 28/06/2018 Venue: Ngoqokazi Hall-Amaoti Time: 9H00 - 14H00 Event Type: Workshop					
	TOTAL					

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:22/06/2018(15h00)**

