



COMMUNICATIONS UNIT

7th Floor

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SCM Comm: SCM.Comm@durban.gov.za

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<u>REQUEST FOR A QUOTATION</u>						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		SCM / COMM: 237				
DATE						
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 and supply A4 Certificate, 135Gsm Full Colour (for OCC Health Certificate	500				
2.	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 and time: 23 March 2016 11:h00					