



COMMUNICATIONS UNIT  
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22/03/2016

**REQUEST FOR A QUOTATION**

Supplier name  
Fax number  
Telephone number  
V.A.T No  
PR Number  
REF NUMBER

SCM/COMM236

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 quote for the printing of 25 full colour teardrop banners. 1 x backdrop banner size: 10m(w)X8m(h) to include collapsable frame on cloth material. 1 x stage wrap banner on cloth material with eyelids and strings. 2 x parade banner size: 3m(w)X1m on cloth material with pvc pipes on either end. Event title: Aids Launch Conference. Deliver date: 3 April 2016					

**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: 23 March 2016 @ 10:00**