



COMMUNICATIONS UNIT

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13.3.2018

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

<b>REF. NAME</b>	Cleaningof chairs, flowers, reception lounge suite and desk screens service
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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	Deep cleaning & Steam vaccum cleaning of fabric chairs	111				
2	Cleaning of artificial/plastic office flowers	4				
3	4 way cluster desk screens	39				
4	Thoroughly deep & steam cleaning of 6 seater lounge suite at reception, 1x brown seater couch & 2 seater havana couches at head's office	9				
NB: Site visit before quoting is accepted						
		<b>TOTALS</b>				

**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:16/3/2018 13:00**

