



REQUEST FOR A QUOTATION

Supplier name _____

Fax number _____

Telephone number _____

V.A.T No _____

PR Number _____

REF NUMBER **SCM/COMM: Folders**

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	Table floral centre piece in red and cream, sample attached.	10				
	Delivery date: 23/03/2018 Delivery venue; To be confirmed but in CBD; set up time 9am					
	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:16/03/2018(10h00)**

