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**REQUEST FOR A QUOTATION**

<b>Supplier name</b>						
<b>Fax number</b>						
<b>Telephone number</b>						
<b>V.A.T No</b>						
<b>PR Number</b>						
<b>REF NUMBER</b>			<b>(Sound &amp; Video/Photography)</b>			
			<b>Enterprise Development Workshop</b>			
<b>DATE</b>			<b>13/03/2018</b>			
<b>ITEM NO</b>	<b>Sound &amp; Video/Photography</b>	<b>No. of Guest Expected: 100</b>	<b>Cost per unit (Excl V.A.T)</b>	<b>Cost per unit (Incl V.A.T)</b>	<b>Total cost incl v.a.t)</b>	<b>Delivery period</b>
	<p>Service required: -(Sound) Audio mixer, speakers, 1 x Portable microphone and 2 x roving mic 2 x wireless microphones &amp; CD player Laptop, data projector, projector screen.</p> <p>Video shoot &amp; edit final product on one copies of DVD's required. We also need raw material.</p> <p>Photography service: photos on CD.</p> <p>Date: 20/03/2018          Time: 08:30 to 14:30pm          Venue: Durban Exhibition Centre, (Hall 6)</p>					
<b>1</b>	Quote is binding and may not be cancelled					
<b>2</b>	Quote must be prepared on this document					
<b>3</b>	Prices to be fixed and firm in South African Rands					
<b>4</b>	Quote must be emailed to the email address provided above					
<b>5</b>	Indicate items for which you are the sole agent					

<b>6</b>	Quote must include a single price (including delivery cost & warranties)				
<b>7</b>	Quote must be valid for 30 days				
<b>8</b>	Supporting documents are not required				
<b>9</b>	<b>Quotation closing date and time: 15/03/2018 @12:00</b>				