



COMMUNICATIONS UNIT

7th Floor

41 Margaret Mncadi Avenue, Durban, 4001

P O Box 5588, Durban, 4000

Tel: 031 311 4827, Fax: 031 332 8051

SCM.Comm@durban.gov.za

Tel: 031 311 4827, Fax: 031 332 8051

REQUEST FOR A QUOTATION

Supplier name _____

Fax number _____

Telephone number _____

V.A.T No _____

PR Number _____

REF NUMBER _____

**SCM / COMM : Sound, Video, Projector & Screen for
Community Media Forum**

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	To supply sound, 1 x Data Projector and 1 x screen (4m x 3m) and video. Video to be delivered after 5 working days from the date of event Date: 23/03/2018 Venue: Durban ICC (room no will be confirmed) to cover 100 people Time: 09:00 to 13:00 Event: Community Media Forum					

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

Quotation closing date and time: 16/03/2018 14:h00

9