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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Councillors Workshop				
DATE		16/03/2018				
ITEM NO	Description: Video coverage for the entire proceedings of the workshop for two days.	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Video coverage with one raw and one edited copy NB: Both copies must be submitted in a week time from the date of the Event. Event Date: 22-23/03/ 2018 Venue: To Be Confirmed but in the (CBD) No of guest: 30 Time: 09h00 – 15h00					
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 and time: 19/03/2018 @08h00 Morning					