



**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  
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25/05/2016

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM287

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	Please kindly quote for printing service as per the following specs: (Budget Adoption) Size: A4 booklets, 150gsm gloss 20 pages with cover.	300				

**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: 26 May 2016 @ 10:30**