



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		SCM /COM279				
DATE		24/05/2016				
ITEM NO	Description: Budget Adoption	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Printing, erecting and removal of Banners Type of Material: 3m x 1m PVC full Colour Banners Banners to be erected: 27 May 2016 and be removed on 01 June 2016. Venue: Around City Hall and a 5 km radius of City Hall.	60				
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: 25 May 2016 @ 12h00 Midday					