



COMMUNICATIONS UNIT

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30.5.2016

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM / COMM 280

| 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 | PA sound(250 guests) with audio mixer, 5 handheld mic on stands, speakers and cd player. Event title: Regional Reading Competition. Venue: V Moonsamy Hall, Tongaat. Date: 1 June 2016. Time: 08h30 to 14h30 | 1 | | | | |
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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: 30/05/2016 @ 14h00**