



**COMMUNICATIONS UNIT**

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Date:30.5.2016

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM290

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	Sound with following specifications: Audio mixer,speakers,2 wireless microphones,a CD player and cabled mic.	1				
2	Performer's Stage: Height: cover steps from the third step to the ground level. Width: to cover steps from left to right .	1				

Date: 03/06/2016	
Venue: City Hall Churchwalk entrance steps	
Time: 12:00 to 14:00	

**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: 31/05/ 2016 (10h30)**