



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 SCM.Comm@durban.gov.za
 Tel: 031 311 4827, Fax: 031 332 8051

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM003

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	3 days Video shoot, edited 5-8 min promo for website. Videos of main speakers of the event and videos of their presentations. This must be filmed in high quality for website. All raw material mini-tape must be submitted together with 3 dvd copies of final edited version. Event title: Performance Management Master Class Mass Meeting. Venue: Moses Mabhida Stadium. Dates: 25 - 27 November 2015. Time: 08h00 to 16h30					
2	Photographic Service is alsos required. Photos on 4 x CDs					

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: 23 November 2015 (10h00)**