



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION

Supplier name _____
Fax number _____
Telephone number _____
V.A.T No _____
PR Number _____
REF NUMBER Comm 017

ITEM NO	Description	Qty	Cost per unit (Excl	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Sound System with 2 Wireless microphones and Audio Mixer for Business empowerment Workshop.	1				
2	Projector Screen	1				
Total						
Project Name: Business Empowerment Workshop						

Date: 17 November: 2015

Venue: KK Community Hall KwaMashu

Time: 08h30 - 14h00

Estimated Guests: 100

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: 16 November 2015 @ 15h30**