



COMMUNICATIONS UNIT

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Date: 23.11.2015

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM026

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(300 guests) with audio mixer, speakers, cd player, 2 x handheld micas and 1 x corded mic for podium with its stand.					
	Event title: Public Meeting. Venue: Hillcrest Library Hall. Date: 25 November 2015. Time: 15h00 to 17h00					

**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: 24 November 2015 (12h00)**

