



COMMUNICATIONS UNIT

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REQUEST FOR A QUOTATION

Supplier name _____

Fax number _____

Telephone number _____

V.A.T No _____

PR Number _____

REF NUMBER **SCM19**

Date: _____

| 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 | Video and Sound, Glass Podium, 2 x roving Mics, 2 x Countryment | | | | | |

Project: Community Media Forum

Date: 24/11/2015

Venue: Suncoast Casino

Time: 8:00-13:00

Estimated Qty: 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 & time: 18 November 2015 (16:h00)**