



COMMUNICATIONS UNIT

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**REQUEST FOR A QUOTATION**

<b>Supplier name</b>						
<b>Fax number</b>						
<b>Telephone number</b>						
<b>V.A.T No</b>						
<b>PR Number</b>						
<b>REF NUMBER</b>		<b>SCM / COMM:</b>				
<b>DATE</b>						
<b>ITEM NO</b>	<b>Description</b>	<b>Qty</b>	<b>Cost per unit (Excl V.A.T)</b>	<b>Cost per unit (Incl V.A.T)</b>	<b>Total cost incl v.a.t)</b>	<b>Delivery period</b>
1	<p><b>Printing Services</b></p> <p>Product: Parade Banners with Punched Holes</p> <p>Size: 1m (L) x 3m (H)</p> <p>Material: Fabric</p> <p>Colour: Full Side: Single</p> <p>Delivery Date: 5 December 2016</p>	2				

	Total					
	<b>NB:</b>					
<b>1</b>	Quote is binding and may not be cancelled					
<b>2</b>	Quote must be prepared on this document					
<b>3</b>	Prices to be fixed and firm in South African Rands					
<b>4</b>	Quote must be emailed to the email address provided above					
<b>5</b>	Indicate items for which you are the sole agent					
<b>6</b>	Quote must include a single price (including delivery cost & warranties)					
<b>7</b>	Quote must be valid for 30 days					
<b>8</b>	Supporting documents are not required					
<b>9</b>	<b>Quotation closing date and time: 1 December 2016 12:h00</b>					