



COMMUNICATIONS UNIT

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SCM Comm SCM.Comm@durban.gov.za

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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		SCM / COMM:				
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	Printing Services: Product: Pamphlets Size: A5 Paper: 150 gsm Colour: Full Side: Double Delivery Date: 2 December	3000				
	Total					
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 and time: 30 November 2016 8:00am			