



**COMMUNICATIONS UNIT**

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**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM / COMM421

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	Supply PA sound System for approx 500 people with cd player, 1x static microphone, 2x roving microphones. Date: 01/12/2016. Time: 08h00 to 15h00 Venue:KwaShembe Community Hall, ward 22 Clermont. Event: Ward based woman engagement workshop.	1				

**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: 29/11/2016 15:h00**