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<b>REQUEST FOR A QUOTATION</b>						
<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>Printing of City Managers Folders</b>				
<b>DATE</b>		<b>01/11/2018</b>				
<b>ITEM NO</b>	<b>Description: Printing of City Managers folders</b>  <b>Size: A3 folded into A4, die cut 300 gsm high gloss full colour, spot UV varnish.</b>  <b>Delivery date:</b>  <b>06/11/2018</b>  <b>Delivery address: 1<sup>st</sup> floor, City Hall</b>	<b>Qty: 200</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>
<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: 02/11/2018@11:30</b>					