



COMMUNICATIONS UNIT

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6.12.2018

**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

REF. NAME	Toti Civic Centre Staff Meeting
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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	PA sound(250 delegates) : audio mixer, speakers, 2x handheld mics including podium mic, cd player. Event title: Staff Meeting. Venue: Amanzitoti Civic Centre. Date: 7 December 2018. Time: 09h0 to 15h00	1				
		TOTALS				

**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: 7 /12/2018 07:00**

