



COMMUNICATIONS UNIT

7th Floor

41 Margaret Mncadi Avenue, Durban, 4001

P O Box 5588, Durban, 4000

Tel: 031 311 4827, Fax: 031 332 8051

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	To provide sound service: Audio Mixer, Speakers 2 x Wireless Microphones CD Player	1				
2.	Projector and Screen (include the size of the Screen)	1				
	Event Title: Waterloo Compliance Workshop					

	Date: 26October 2016 Time: 10:00 to 14:00 Venue: Waterloo Community Hall. 129 Python Road, Waterloo. Number of guests expected: 250					
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: 24 October2016 12:h00					