



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/COMM : Business Empowerment Workshop

item #	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	Requirement: P A System with powerful speakers, 2 x wireless microphones and a cd player.	1				
2	Photographer. Photos to be printed on cd.	1				
3	Data Projector and data screen that can be well viewed to 150 people	1				
4	20m and 10m extension cables.	2				
	Delivery date: 30 October2018, Delivery Venue: Kwa Thoyana Triabal Court, No of Guests: 150, Time: 09H00 - 13H30 Event Type: Township Business Workshop.					
<b>TOTAL</b>						

**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 & time: 26/10/2018 (12h00)**