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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Compliance Workshop				
DATE		24/10/2018				
ITEM NO	Description: Compliance Workshop	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Sound System with two roving Mics ,1 coded Mic and laptop Projector and Projector Screen NB: (Quality and professionalism will not be compromised). Event Date: 12 – 16 November 2018 (5days) Venue: Wushini Hall kwaNgcolosi (Ward9) No of guest: 100 Time: 08h30 – 15h00					
2.						
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:26 October 2018 @16h30					