



COMMUNICATIONS UNIT

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Date: 14/9/2016

REQUEST FOR A QUOTATION

Supplier name _____

Fax number _____

Telephone number _____

V.A.T No _____

PR Number _____

REF NUMBER **SCM/COMM371**

	Description	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
ITEM NO	Service Required: Sound Package that includes: * Audio Mixer, speakers, 2x handheld mics, cd player, 1x cabled mic	1				
	Event Title: Lamontville Heritage and Tourism launch Date: 24 - 25 Septembe 2016 Time: 07:00 to 17:00 Venue: Lamontville High School Sportsfield No Of Guests: 500 N.B Venue has Electricity					

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: 16.09.2016/ 10h30 am**