



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@durban.gov.za

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM : PRINTING OF Councillor Letters Are not for Sale Posters

| 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 | Requirements: Printing of A1 posters in full colour. Artwork: To be provided | 250 | | | | |
| | Delivery date:18/09/2018, Delivery Venue: 41 Margaret Mcandi Avenue,7th Floor Rennies House Building. | | | | | |
| TOTAL | | | | | | |

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:17/09/2018 (10h00)**