



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Staff meeting Heritage Day (Sound)				
DATE		18/09/2018				
ITEM NO	Sound Service required: -(Sound) Audio mixer, speakers, and 2 x roving mics 1 x cabled mic with its stand for podium, & CD player Date: 27 September 2018 Time: 09:00 to 15:00 Venue: Pinetown Civic Centre	No. of Guest Expected: +_ 150	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
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: 20/09/2018 @ 12:30					