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<b>REQUEST FOR A QUOTATION</b>						
<b>Supplier name</b>						
<b>Fax number</b>						
<b>Telephone number</b>						
<b>V.A.T No</b>						
<b>PR Number</b>						
<b>REF NUMBER</b>		<b>Business Empowerment Workshop (Bester Hall)</b>				
<b>DATE</b>		<b>18/04/2018</b>				
<b>ITEM NO</b>	<b>Description:</b> Business Empowerment Workshop	<b>Qty</b>	<b>Cost per unit (Excl V.A.T)</b>	<b>Cost per unit (Incl V.A.T)</b>	<b>Total cost incl v.a.t)</b>	<b>Delivery period</b>
1	<b>Sound System</b> with 3 roving Mics and 1 coded Mic					
2	<b>Data Projector, Projector Screen, 20m and 10m extension cables</b> Event Date: <b>23/04/2018</b> Venue: <b>Bester Hall</b> No of guest: <b>170</b> Time: <b>09h00 – 13h30</b>					
<b>NB:</b>						
<b>1</b>	Quote is binding and may not be cancelled					
<b>2</b>	Quote must be prepared on this document					
<b>3</b>	Prices to be fixed and firm in South African Rands					
<b>4</b>	Quote must be emailed to the email address provided above					
<b>5</b>	Indicate items for which you are the sole agent					
<b>6</b>	Quote must include a single price (including delivery cost & warranties)					
<b>7</b>	Quote must be valid for 30 days					
<b>8</b>	Supporting documents are not required					
<b>9</b>	<b>Quotation closing date and time: 19/04/ 2018 @10:am</b>					