



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		My Spaza Launch				
DATE		28/08/2018				
ITEM NO	Description: My Spaza Launch	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 Data Projector,and Projector Screen Video Shoot with 1 edited and one raw copy). NB: (Quality and professionalism will not be compromised). Event Date: 06/09/2018 Venue: Kwa-Dabeka Community Hall No of guest: 500 Time: 08h30 – 16h00					
2						
3.						
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:30 August 2018 @10:am					