



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION						
Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER		Stage and Red Carpet for Christmas Lights Ceremony Event				
DATE		12/12/2018				
ITEM NO	Description: Christmas Lights Ceremony Stage and Red Capet	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Stage (3m (w) x 3m (h) x 3m (L)					
2.	6x6m red rope with gold poles Parallel to red carpet.					
3.	15m x Red Carpet					
	See attached Picture for Viewing purpose					
	Set up should be done on Tuesday 18 December 2018.					
	NB: (Quality and professionalism will not be compromised).					
	Event Date: 18 December 2018					
	Venue: Cnr of Dr Pixley Kaseme street and					

	Russell Street No of guest: 200 Time: 5pm – 8pm					
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:13 December 2018 @15h00					