



COMMUNICATIONS UNIT
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REQUEST FOR A QUOTATION

Supplier name						
Fax number						
Telephone number						
V.A.T No						
PR Number						
REF NUMBER			Business Empowerment Workshop (Sound)			
DATE	18/07/2018					
ITEM NO	Sound Service required: -(Sound) Audio mixer, speakers, and 2 x roving mic 1 x cabled with its stand for podium microphones & CD player Laptop, data projector, projector screen, 20m and 10m extension cables. Date: 27/07/2018 Time: 09:00 to 14:00 Venue: Malukazi sports ground.	No. of Guest Expected: 200	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: 23/07/2018 @12:00					