



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				
DATE						
ITEM NO	Description	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
	Event: Business Empowerment Workshop Date: 6 June 2018 Venue: Mdumezulu Sports Ground Time: 09:00 to 13:30 Number of Guest Expected: 150					
1.	Sound: Audio Mixer, speakers, 2 wireless and & CD Player.	1				

2.	Data Projector	1				
3.	Screen	1				
4.	Laptop	1				
5.	20m and 10m extension cable	1				
	TOTAL					
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: 28 May 8:00am					