



COMMUNICATIONS UNIT

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30/11/2018

REQUEST FOR A QUOTATION

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

SCM/COMM :Business Empowerment Workshop - Ngonyameni

ITEM NO	Description	Qty	Cost per unit (Excl)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	PA system with powerful speakers, 2 roving microphones and laptop	1				
2	Screen projector and data projector that can be visible to 150 people	1				
3	20m and 10m extension cables	2				
4	Photographer - (photos in a CD)	1				
	Venue: Amathole Community Hall at Ngonyameni office. No. Of guests: 150. Time: 9h00 - 13h30 . Delivery Date: 07/12/2018					
	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 & time:04/12/2018(14h00)**

