



COMMUNICATIONS UNIT
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 SCM.Comm@durban.gov.za

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| REQUEST FOR A QUOTATION | | | | | | |
|--------------------------------|---|-------------------------------------|-----------------------------------|-----------------------------------|-------------------------------|------------------------|
| Supplier name | | | | | | |
| Fax number | | | | | | |
| Telephone number | | | | | | |
| V.A.T No | | | | | | |
| PR Number | | | | | | |
| REF NUMBER | | Printing of Durban Gift Bags | | | | |
| DATE | | 23/11/2018 | | | | |
| ITEM NO | Durban Gift Bags | | Cost per unit (Excl V.A.T) | Cost per unit (Incl V.A.T) | Total cost incl v.a.t) | Delivery period |
| 1. | A4 (Vertical) | 260 | | | | |
| | <p>Branded gift bags printed in full colour, single sided with blue rope handlers, 200gsm matt laminated single-sided yellow. (inserting of a picture of the Mayor below the Municipality logo)</p> <p>•Bag's message: Mayor of Ethekwini Municipality wishes all councillors a merry Christmas-Mayor ZRT Gumede</p> <p>Delivery date: 29/11/2018</p> <p>Delivery address: 41 Margaret mncadi, rennie house 7 floor Communications</p> | | | | | |
| 1 | Quote is binding and may not be cancelled | | | | | |
| 2 | Quote must be prepared on this document | | | | | |

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| 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: 26/11/2018 @12:30 | | | |