



**COMMUNICATIONS UNIT**

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**REQUEST FOR A QUOTATION**

Supplier name

Fax number

Telephone number

V.A.T No

PR Number

REF NUMBER

**SCM / COMM : Audio for Business Empowerment Workshop**

Re advertised with the correct 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
1	To supply sound including roving microphone. Photographer to take pictures for the whole event. Laptop, 1 x Data Projector and 1 x screen projector (4m x 3m) and 20m and 10m extension cables Date: 06/12/2018 Venue: Zembeni V Sports ground (Umkhomaas) to cover 150 people Time: 09:00 to 14:00 Event: Business Empowerment Workshop.					

**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: 30/11/2018 16:h00**

