




COMMUNICATIONS UNIT  
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**REQUEST FOR A QUOTATION**

<b>Supplier name</b>						
<b>Fax number</b>						
<b>Telephone number</b>						
<b>V.A.T No</b>						
<b>PR Number</b>						
<b>REF NUMBER</b>			<b>Community Media Forum</b>			
<b>DATE</b>			<b>24/10/2018</b>			
<b>ITEM NO</b>	<b>Community Media Forum</b>		<b>Cost per unit (Excl V.A.T)</b>	<b>Cost per unit (Incl V.A.T)</b>	<b>Total cost incl v.a.t)</b>	<b>Delivery period</b>
1.	Requirement: 10 x Fresh Flowers arrangement in a clear vase (country flowers).					
	Event date: 26/10/2018 Delivery address: Durban ICC  Set up Time: 08H30  Event time: 10h00					
<b>1</b>	Quote is binding and may not be cancelled					
<b>2</b>	Quote must be prepared on this document					
<b>3</b>	Prices to be fixed and firm in South African Rands					
<b>4</b>	Quote must be emailed to the email address provided above					
<b>5</b>	Indicate items for which you are the sole agent					
<b>6</b>	Quote must include a single price (including delivery cost & warranties)					
<b>7</b>	Quote must be valid for 30 days					
<b>8</b>	Supporting documents are not required					
<b>9</b>	<b>Quotation closing date and time: 25/10/2018 @10:30</b>					