



COMMUNICATIONS UNIT
 7th Floor
 41 Margaret Mngadi Avenue, Durban, 4001
 P O Box 5588, Durban, 4000
 Tel: 031 311 4827, Fax: 031 332 8051
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		15/10/2018				
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.	A3 (Vertical)	300				
2.	A4 (Vertical)	300				
3.	A5 (Vertical)	300				
	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) Delivery address: 41 Margaret mncadi, rennie house 7 floor Communications					
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: 16/10/2018 @12:30					