



COMMUNICATIONS UNIT  
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26.9.2018

**REQUEST FOR A QUOTATION**

**Supplier name**

**Fax number**

**Telephone number**

**V.A.T No**

**PR Number**

**REF NUMBER**

|                  |  |
|------------------|--|
| <b>REF. NAME</b> | Communications' iTheku Talks Studio Launch video |
|------------------|--|

| 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       | Video - produce a 3-4 minute video of the studio launch with interviews of pre-arranged officials. Use your own equipment. Edited video must be submitted prior the date of the launch. 2 final edited dvd copies are required. The meeting with Project Co-ordinator must be arranged prior the date of the launch. Event title: iTheku Talks Studio Launch. Venue: Communications Unit, 7th Floor, Rennies House, 41 Margaret Mncadi Avenue. Date: 3 October 2018. Time: 09:00 to 15:00 | 1             |                            |                            |                       |                 |
|         |   | <b>TOTALS</b> |                            |                            |                       |                 |

**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: 27 /9/2018 14:00**

