



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		CM Business Engagement Mass Meeting				
DATE		16/01/2019				
ITEM NO	Description: Business Engagement Mass Meeting	Qty	Cost per unit (Excl V.A.T)	Cost per unit (Incl V.A.T)	Total cost incl v.a.t)	Delivery period
1	Sound System with two roving Mics, 1 coded Mic and as well as one stage mic.					
2.	laptop Projector and 2 (3m x 4m Projector Screens)					
	NB: (Quality and professionalism will not be compromised). Event Date: 28 January 2019 Venue: (City Hall) No of guest: 250 Time: 08h00 – 16h00					
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:17 January 2019 @15h00					