



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:					
DATE												
ITEM NO	Description	Qty	Cost per hour (Excl V.A.T)	Cost per hour (Incl V.A.T)	Total cost incl v.a.t)	Delivery period						
1	Photography and Video Services: Event Title: Ngizoba Road Safety Campaign Date: From the 21 st of December 2017 to the 2 January 2018 Venue: California Dreaming - Beachfront											

	Photography service amounting to 10 hours during the period of 21 st of December 2017 to the 2 January 2018. Pictures to be supplied on a disc.	10 hours				
	Video service amounting to 10 hours during the period of 21 st of December 2017 to the 2 January 2018.	1 x edited video. 1 x raw footage				
	Total					
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: 20 December 2017 12:00					