



COMMUNICATIONS UNIT

7th Floor

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SCM Comm 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							SCM / COMM:				
DATE											
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	Photography Services: Venue & Date: Bridge City – 7 March 2017 Hammarsdale Junction - 14March 2017 KwaMcoyi – 16 March 2017 Inanda Rank – 11 April 2017 Berea Centre – 18 April 2017 The WorkShop – 30 May2017										

	Event Title: Cemeteries Awareness Campaign Number of Guests: 200 Time: 9:00 to 12:00 NB: Minimum of 20 high resolution pictures per site to be delivered in a disc format to the Communications Unit no later than 7 days after the last event.					
	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: 6 March 2017 08:00am					