



GRAND PALACE HOTEL
PLOT 35376, THABO MBEKI ROAD.
P.O. BOX 37077, LUSAKA ZAMBIA
VAT: 10356846/13
TEL: +260971257676
EMAIL: reservations@ grandpalace.co.zm

TO: Ministry of education
EMAIL: evachipalabantu@gmail.com
DATE: 10.10.23
SUBJECT QUOTATION

Thank you for considering Grand Palace Hotel. We have the pleasure of quoting you the following:

QTY	DETAILS	NO.	Unit Price	Total
15	ACCOMMODATION			
	30th October -02nd November 2023	4	\$85	\$5,100
			SUB TOTAL	\$5,100
			S.Charge 10%	
			VAT	
			TOTAL	\$5,100

Kindly note that our LCD Projector is available for hire at K500 and PA system at K1000 per day

BANK DETAILS

BANK: ABSA ARCADES BRANCH
ACCOUNT NAME: GRAND PALACE HOTEL
BANK ACC #: 0161228044
SWIFT CODE: BARC ZMLX
Beneficiary Bank: ZM 020000
Sort Code/Branch: 020016

DEPOSIT AND PAYMENT TERMS

- Confirmation of the booking is subject to availability amounting to 100% of the total is paid in order to confirm the booking. Confirmation of the booking is subject to availability
- Kindly confirm number of participants at least 48 hours prior to the function. Failure to supply the hotel with the final number of participants will mean the quoted number is final and the hotel will charge according to that number

CANCELLATION POLICY

The following charges will be levied by Grand Palace to the company in the event of cancelled reservation:

- 30 days or more prior to function date-No charge and full refund of any deposit paid
- 7 days prior to function date-50% full reservation cost
- 5 days or less prior to function date-100% of the full reservation cost

Please be advised that this is a reservation and not a confirmed booking. This quotation is only valid for seven days.

I hope this quote has responded to your inquiries if you any suggestions please do not hesitate to contact the undersigned

VERONICA PHIRI
RESERVATIONS
[CELL:0971257676](tel:0971257676)