



Request For Quotation

Description	: RFQ-003230 - Catering Services - IBA Annual Dinner 2025
Date of Issue	: 27 Oct 2025
Date of Submission of Quotation	: 30 Oct 2025 10:00:00 AM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	Catering Service Scope of Work (SOW) Event Catering & Service Arrangement Date: November 14, 2025 Venue: IBA Main Campus Event Time: 7:00 PM onward Setup must be ready by 7:00 pm Total Participants: 350 Persons 1. Menu Details Starters: Chicken Corn Soup Assorted Crackers Main Course: Kung Pao Chicken Crispy Beef Fried Fish (Queen /Saram) Egg Fried Rice Desserts: 3-Flavor Ice Cream with Live Waffle Cones Station Beverages: Green Tea Regular Tea (Pathan-style Chai setup) 2. Service Setup Buffet Setup: Total of 05 Buffet Counters to be installed. Each counter to be fully equipped with crockery, cutlery, chafing dishes, serving spoons, and service platters. Proper labeling of dishes on each counter. Chai/Tea Setup: Pathan-style Chai Stall to be arranged with traditional setup and décor. 3. Staffing & Service Requirements	350.00 EACH



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Waiters:

Combination of VIP Waiters and General Waiters to be deployed according to event requirements.

Waiters must be in proper uniform, well-groomed, and trained in buffet service etiquette.

Support Staff:

Adequate labor for setup, service, and clearance of buffet area.

Transportation and labor costs to be included in the proposal.

4. Equipment & Logistics

All buffet counters, crockery, cutlery, glassware, and décor items to be provided by the caterer.

Transportation of all catering equipment to and from the venue to be managed by the vendor.

Fiber gas cylinders are allowed for use.

Vendor to ensure safe installation and operation of all gas and heating equipment.

Terms & Conditions :

1. Material of this order is subject to final inspection at the time of delivery.
2. We reserve the right to cancel any or all the above items if material is not in accordance with our specification or if the delivery is delayed.
3. Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of above item(s).
4. General Sales Tax will be paid on applicable items only.
5. Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
6. The rate/item cost is final, and no change whatsoever will be accepted.
7. Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
8. IBA reserves the right to accept or reject any quotation without assigning any reason thereof.
9. IBA reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason.
10. IBA also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.
11. Invoice/Bill to be submitted to Purchase Department.
12. Advance Payment subject to Bank Guarantee.
13. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/denominations of the Purchase Order.
14. Stamp Duty 0.35% for Goods against total value of Purchase Order will be levied accordingly.