



Request For Quotation

Description	: RFQ-002778 - Event Coverage Services- International SBS Conference 2025
Date of Issue	: 3 Jun 2025
Date of Submission of Quotation	: 4 Jun 2025 12:00:00 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	Photography and Videography Event Coverage, Live streaming, HD Videography.; Day 01- June 12, 2025: • Photographer: 01 (full day - 8 to 9 hours) • Videographer: 01 for event highlights (full day - 8 to 9 hours) Equipment Model & Brand: Video: SONY A7III / SONY A7SIII / SONY A7SIV with all different lenses (DSLM Mirror less Camera) / Nikon Z series Photography: Canon R6 / Nikon Z series Data requirement Photography- Edited pictures same day Video highlights- edited within 24 hours	1.00 EACH
2	Photography and Videography Event Coverage, Live streaming, HD Videography.; Day 02 – June 13, 2025 For Time period: 8 am till 1 pm 3x Camera OB setup 1x Videography (video Highlights Time : 2 pm till 6 pm at Aman CED (location) 9x Tripod Stand alone Camera setup for session recording with Lapel mics 3x Photographer to cover the event Testimonials: 04 to 06 recorded interviews (tentative) Equipment Model & Brand: Video: SONY A7III / SONY A7SIII / SONY A7SIV with all different lenses (DSLM Mirror less Camera) / Nikon Z series Photography: Canon R6 / Nikon Z series Data requirement Photography- Edited pictures same day Video highlights- edited within 24 hours Note: All team members should be properly dressed for the event and consumption of tobacco items is not allowed.	1.00 EACH



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3	Photography and Videography Event Coverage, Live streaming, HD Videography.; Day 03 – June 14, 2025 For Time period: 8 am till 1 pm 12x Stand Alone Tripod Camera Setup for session recording with Lapel Mic 3x Photographer to cover the event Time from 02 pm till 4 pm at Auditorium 3x Cameras OB Setup with Lapel Mics 1x Videographer for Highlights recording Testimonials: 04 to 06 recorded interviews (tentative) Equipment Model & Brand: Video: SONY A7III / SONY A7SIII / SONY A7SIV with all different lenses (DSLM Mirror less Camera) / Nikon Z series Photography: Canon R6 / Nikon Z series Data requirement Photography- Edited pictures same day Video highlights- edited within 24 hours Note: All team members should be properly dressed for the event and consumption of tobacco items is not allowed.	1.00 EACH
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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.