



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

**: RFQ-003418 - Decoration Services- Reunion
Event**



Request For Quotation

Date of Issue	: 2 Jan 2026
Date of Submission of Quotation	: 6 Jan 2026 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	<p>Decoration Services ;;; Scope of Work: Event Date: 11 January 2026 Venue: IBA City Campus</p> <p>1. Stage</p> <ul style="list-style-type: none">* Flooring stage, fully carpeted in single tone.* Size: 30 ft × 15 ft × 4 ft height.* Front steps with matching carpet. <p>2. Carpeting</p> <ul style="list-style-type: none">* Parking Area:<ul style="list-style-type: none">* Zone A: 80 ft × 200 ft, plain Royal Red carpet.* Zone B: 40 ft × 180 ft, printed carpet.* Runner Carpet: 220 ft × 6 ft, plain single tone. <p>3. Seating & Tables</p> <ul style="list-style-type: none">* Round table setup for 800 guests:<ul style="list-style-type: none">* 100 round tables with golden covers.* 800 white acrylic chairs with golden foam seating (8 per table).* Glass vase with fresh Daisy flowers on each table.* Additional seating: 200 acrylic chairs.* Registration area: 16 desks (2.5 ft × 4 ft) with covers, 32 acrylic chairs. <p>4. Wall Panel</p> <ul style="list-style-type: none">* 400 Rft decorative panels in Golden & Black theme. <p>5. Entrance Gate</p> <ul style="list-style-type: none">* LED arch entrance with 4 blocks.* Wooden cladding with integrated bulbs** (Golden & Black theme). <p>6. Lighting & Décor</p> <ul style="list-style-type: none">* Fairy lights: 600 units (30 ft each).* RGB lights: 100 units.* Light stands: 30 units.* Spotlights: 50 units.* Fanoos (small): 150 units.* Edison bulbs: 100 units.* Sharpies: 30 units.* Decorative Tree for Activity (as per reference picture attached) <p>General Requirements</p> <ul style="list-style-type: none">* Vendor to supply, install, and dismantle all items.* Ensure safety, neat finishing, and theme consistency.* All décor and lighting to be operational before event start.	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.