



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-003861 - Catering Services- CEE YT Event
July26



Request For Quotation

Date of Issue	: 2 Jul 2026
Date of Submission of Quotation	: 3 Jul 2026 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 Event Date: 04 July 2026 Venue: IBA City Campus Event Date: 04 July 2026 Estimated Number of Guests: 65 Persons 1. Buffet Menu Main Course Dynamite Prawns Parmesan Chicken Beef in Oyster Sauce Chicken In Garlic Sauce Roasted Garlic Coconut Pasta Vegetable Fried Rice Dessert Vanilla Ice Cream with Live Waffle Cone Station 2. Beverages Assorted Soft Drinks (345 ml) – Quantity: 1.5 bottles per guest Mineral Water (345 ml) – Quantity: 1.5 bottles per guest 3. Service Requirements Complete buffet setup. Provision of all crockery, cutlery, serving dishes, and buffet equipment. Professional VVIP waiter service throughout the event. Transportation, loading/unloading, labour, setup, and dismantling shall be the responsibility of the contractor. All food shall be prepared hygienically and served fresh. The contractor shall ensure timely setup before the commencement of the event and maintain cleanliness throughout the service.	1.00 EACH

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.



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation