



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description

: RFQ-002355 - Video Production- Journey of Student



Request For Quotation

Date of Issue	: 21 Nov 2024
Date of Submission of Quotation	: 25 Nov 2024 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	<p>Video Production Video shoot for documentary Scope of work: *video type : emotional and life documentary *testimonials from person and family members and friends *interviews *Script writing *shoot at two different locations in Karachi *Use of latest equipment and mirrorless cameras for shoot *Tone: emotional, inspiring, *Video editing, revisions *High quality cinematography * Pre & Post Direction * 1 - 2 days Shooting - HD (16:9) wide screen * Production, post production * Title & Sub-titles *Professional grade audio recording *Emotion-driven background music *Color grading wrt to IBA brand and theme *Deadline of project: Mid of Nov 2024 Deliverables: Final 2 minutes video in high definition format, optimized for both digital and social media platforms, Service provider will provide professional video and audio production and will use professional grade editing applications</p>	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.