



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

- Description** : **RFQ-003498 - Decoration Services- Wellness Fair 2026**
- Date of Issue** : **2 Feb 2026**
- Date of Submission of Quotation** : **3 Feb 2026 11:00:00 AM**
- Place of Delivery** : Stores, IBA Main Campus, University Road, Karachi.



Request For Quotation

Contact Person & Telephone

: Purchase Department, IBA Main Campus,
University Road, Karachi.
021-38104700
Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Decoration Service Rental Basis; Scope of Work (SOW) – Decoration & Power Supply Services Event: 4 February 2026 Venue: IBA Main Campus Service Type: Event Decoration & Temporary Power Distribution Overview & Objectives: Provide complete decoration setup and temporary power distribution to support an on-campus event, ensuring a clean, cohesive visual theme (light/pastel tones) and safe, reliable electrical supply for food stalls and equipment. Entrance & Branding: Entrance Gate Arch: Fabricate and install MS frame arch (10 ft W × 12 ft H), double-sided. Branding: Provide and mount panaflex 12 ft × 2 ft (artwork to be shared by client/vendor—TBC). Seating & Furniture: Acrylic Chairs: 200 white acrylic chairs, clean and uniform. Tables: 100 tables (size 2.5 ft × 4 ft) with light-colored covers; all tables leveled and cloths wrinkle-free. Flooring & Soft Seating: Carpets: 10 carpets (size 9 ft × 12 ft), properly taped/secured. Cotton Sheets (Dari/Cover): White, clean cotton sheets as top layer over carpets. Floor Cushions: 20 floor cushions; covers in light/pastel palette.</p> <p>Balloon Décor: Pastel Balloon Setup: 1,000 balloons in pastel colours (latex quality suitable for indoor/outdoor as per layout). Buntings: 80 packets of 70 ft each packet in different colors Wall Panelling: Panelling Installation: 750 Rft of light-coloured wall panelling; straight, stable, and non-damaging to existing surfaces. Finish: Smooth, uniform, without visible gaps; edges trimmed with safe finishers. Temporary Power Distribution: Cabling: 600 Rft of heavy-duty, event-grade power cable with proper routing (neat, taped/covered in walkways). Outlets: 40 heavy-duty power outlets to support food stalls, coffee machines, and ovens. Protection & Safety: Proper earthing/grounding and weather-appropriate protection where applicable. Clear labelling of circuits/outlets; cable ramps or covers in pedestrian areas. On-site Support: Throughout event duration. Dismantling & Clearance: Immediately post-event within venue’s allowable window.</p>	1.00 EACH



Request For Quotation

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.