IBA Institute of Business Administration Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004206 - Media Coverage Services-Convocation 2026**
Date of Issue	:	**6 Nov 2026**
Date of Submission of Quotation	:	**10 Nov 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	Photography and Videography Event Coverage, Live streaming, HD Videography.; 1.FILM PRODUCTION THREE Cameras film production on SONY HSC-100 with all different lances (DSLM Mirrorless Camera) broadcasting quality and FX3, A7III, A7 IV (or equivalent with assorted lenses for dynamics shorts 2- OB For Live Streaming. Brand ATEM Blackmagic HD 8 Switcher. 3-Jimmy JIB & Tracking Dolly 40ft with Sony HSC -100 Camera Single High Definition Camera (1080 25P) Steady cam 4-Aerial Filming/ Drone Filming. Personal Quadcopters for indoor and outdoor cinematography must be executed with basic HDV service 1x Drone of DJI Mavic 3 or 4 (or equivalent for High quality aerial shorts)	1.00 EACH
2	Photography and Videography Event Coverage, Live streaming, HD Videography.; THREE Photographic coverage on high resolution digital forma. (Unlimited shoot) Mirrorless Camera Canon R6. Nikkon Z6. Sony A7 IV (or equivalent Full Range of Captured in high-Resolution digital format for premium quality output Shooting, all exposing material, digital finishing / retouching, and soft copy (On High Resolution Printable Quality)	1.00 EACH

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3	Photography and Videography Event Coverage, Live streaming, HD Videography.; 360 Cameras film production on HD (16:9 1080 / 25P)(DSLM Mirrorless Camera) broadcasting quality. Dynamic Video Content Creation. One Camera Using Go pro Hero 12. Full Fledged 360 Degree Camera Solution. Complete Booth setup at the venu on the day of Convocation. Prompt Output Delivery for Students. 100-150 Shots Dynamic Clip Captured From 360-Degree Camera Professionally Edited for High Quality Social Media ready content Edited Deliverables.	1.00 EACH
4	Instant Polaroid Camera Service Magic Photo Mirror with Unlimited Shoot with instant hard copies size 5 X 7 unlimited copies	2.00 EACH
5	Photography and Videography Event Coverage, Live streaming, HD Videography.; Writing on Camera lens: A growing trend in content creation is writing directly on the camera lens, where the transparent overlays or digital effects are used to make text appear as if it's written on the screen/lens itself. This style adds a personal, immersive, and vlog-like touch, making viewers feel directly addressed and engaged. Camera: Sony A73/Canon R6	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.