



Request For Quotation

Description	: RFQ-003330 - Convocation 2025- Media Coverage Services
Date of Issue	: 24 Nov 2025
Date of Submission of Quotation	: 26 Nov 2025 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>Photography and Videography Event Coverage, Live streaming, HD Videography.; Scope of Work: Videography & Livestreaming Services 1-Camera Setup: Three-Camera Film Production: Broadcast Cameras: SONY HSC-100 with CCU control units. Mirrorless Cameras: Sony FX3, A7 III, A7 IV (or equivalent) with assorted lenses for dynamic shots. All equipment to deliver broadcast-quality visuals.</p> <p>2-OB Setup for Live Streaming Professional Outside Broadcast (OB) setup using: Brand: ATEM Blackmagic HD 8 switcher. Complete cabling and networking infrastructure for seamless live feed.</p> <p>3-Specialized Equipment Jimmy Jib & Tracking Dolly: 40 ft JIB with SONY HSC-100 camera (16:9 wide format) for cinematic angles and live feed.</p> <p>4-Aerial Filming: Personal quadcopters for indoor and outdoor cinematography with live feed. 1x Drone: DJI Mavic 3 or 4 (or equivalent) for high-quality aerial shots. Note: Event Date: 6th December 2025 Location: IBA Main Campus Setup: Must be ready for demo by 10:00 am Pre-Bid Meeting Details: Date: 25th November 2025 Time: 12:30 PM Venue: IBA Main Campus Ensure that the operational staff is technically skilled and capable of covering the event. All necessary cables, wires, and extensions must be provided by the service provider.</p>	1.00 EACH



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2	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.; Scope of work: Photography Coverage</p> <p>Five Professional Photographers equipped with: Mirrorless Cameras: Canon R6, Nikon Z6, Sony A7 IV (or equivalent). Full range of high-resolution lenses for diverse shots. All images captured in high-resolution digital format for premium quality output.</p>	1.00 EACH
3	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.; Scope of Work: 360-Degree Booth Setup</p> <p>Dynamic Video Content Creation: One-camera setup using GoPro Hero 12. Technical staff present on-site for smooth operations. Full-Fledged 360-Degree Camera Solution: Complete booth setup at the venue on the day of Convocation. Prompt output delivery for students. Edited Deliverables: 100–150 short, dynamic clips captured from 360-degree cameras. Professionally edited for high-quality social media-ready content</p>	1.00 EACH
4	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.; A photo booth that captures short, looping video clips or a series of still images, which are then stitched together to create a GIF and for instant printing on site. It works with the objective of instant media sharing. Capture- Process- Share and done!</p> <p>A complete setup with a high-resolution camera (Sony A73 or equivalent) to capture, process and share prompt output in the form of GIFs and printed form, promptly.</p>	2.00 EACH
5	<p>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.</p> <p>Camera: Sony A73/Canon R6</p>	1.00 EACH

Terms & Conditions :



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

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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.