Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description	:	**RFQ-004257 - Decoration Services– IBA Prestige Lounge 2026-27**
Date of Issue	:	**20 Nov 2026**
Date of Submission of Quotation	:	**23 Nov 2026 1:00:00 PM**
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	Decoration Services ; ; ; ; Decoration & Event Setup Services Event: IBA Annual Dinner 2026 Date: Friday, November 27, 2026 Venue: IBA Main Campus, Karachi Number of Guests: 350 Persons Theme: Autumn Colours – Burnt Orange, Burgundy, Camel & Warm Ivory, complemented with Gold and Copper accents. 1. Truss & Overhead Décor • 50 ft × 50 ft truss setup, decorated with crystals, golden/silver decorative balls, artificial flowers, colourful drapes, and round LED lamps, as per attached reference picture. • 20 × Sharpies / Moving Head Lights. • 10 × Hanging Lanterns, as per attached reference picture. • 50 × Hanging lamps in assorted sizes, made of cane baskets, as per attached reference picture. • 100 × Addison bulbs. • 200 × Fairy lights / decorative lights. • 10 × Stand lights with poles of minimum 15 ft height. • 20 × RGB Spotlights. 2. Stage Setup Stage 1 – Main Stage • Size: 24 ft × 16 ft. • Raised wooden flooring (Takht). • Fully carpeted in a single-tone beige colour. • Stage fascia and covering to be finished with fabric in theme colours. • Carpet in front of the stage measuring 24 ft × 10 ft. Stage 2 – Musicians' Stage • Size: 12 ft × 6 ft. • Stage setup and flooring in theme colours. • Intended for classical musical performances, including Tabla and Sitar. • Two decorative panels, each 10 ft wide, connected/adjacent to the main stage, as per the approved layout. 3. Floral & Decorative Arrangements • Artificial flower arrangements for tables, preferably maple-leaf-themed planters. • Decorative flower arches incorporating artificial flowers, drapes, and balloons. • Entrance décor with a decorated walkway and lamps. • 6 × Large standing coffee tables / cocktail tables, decorated and placed at	1.00 EACH

Request For Quotation

	multiple locations. • 2,000 × Balloons in autumn-themed colours, including burnt orange, burgundy, camel, warm ivory, gold, and copper. 4. Seating & Table Arrangements • 350 × Golden acrylic chairs decorated with rust-orange ribbons. • 44 × Round tables with rust/orangish-themed tablecloths. • 24 × Rectangular tables measuring 2.5 ft × 4 ft, complete with table covers and frills. 5. Entrance & Walkway • Red carpet walkway measuring 120 ft × 12 ft, in a single tone, extending from the entrance towards the stage. • Entrance décor with lamps and autumn-themed decorative elements. 6. Decorative Vehicle • 1 × Decorative buggy / horse carriage (Ghora Gari) without a horse, 4–6 wheeler. • The carriage shall be decorated with artificial maple leaves/planters, drapes, and fairy lights, as per the attached reference picture. 7. General Requirements • All décor, floral arrangements, lighting, fabrics, furniture, and accessories shall follow the specified Autumn theme and colour palette. • The service provider shall arrange all required transportation, labour, installation, dismantling, loading/unloading, and associated logistics. • All décor and installations shall be completed before the event and shall be maintained throughout the event. • The service provider shall ensure proper electrical wiring, safe installation of trusses, lighting, hanging décor, and structures. • All materials, equipment, and décor shall be removed after the event, and the venue shall be handed over in its original condition. Site can be visited if seems necessary POC: Bilal from Procurement	

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.