



Request For Quotation

Description	: RFQ-003719 - Catering Services-TIPS CEE-May26
Date of Issue	: 5 May 2026
Date of Submission of Quotation	: 6 May 2026 5:00:00 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	<p>Catering Service Project Title: CEE Leadership Boot Camp – Catering Services</p> <p>1. Invitation to Quote IBA Karachi invites sealed quotations from established catering companies for provision of food and beverage services for the CEE Leadership Boot Camp.</p> <p>2. Event Overview <ul style="list-style-type: none"> • Participants: 400 • Location: TIPS (Textile Institute of Pakistan) • Service Type: Lunch, Hi-Tea, Dinner • Event Date: 09th May 2026 </p> <p>3. Scope of Work The selected vendor shall provide complete catering services, including food preparation, service, staffing, and cleanup.</p> <p>3.1 Lunch – 12:30 PM (Canteen Area) Menu: <ul style="list-style-type: none"> • Chicken Biryani (Ratio of 1:1.25) • Chicken Reshmi Kabab • Rabri Kheer • Cold Drinks (Buddy Pack) • Mineral Water (1.5 Ltr) Requirements: <ul style="list-style-type: none"> • Serving staff (uniformed waiters) • Food warmers • Strict adherence to service time </p> <p>3.2 Hi-Tea – 4:00 PM (Lake Area) Menu: <ul style="list-style-type: none"> • Tea & green tea • Assorted Biscuits (United King or Equivalent) </p> <p>3.3 Dinner – 6:30 PM (Amphitheatre Garden) Menu: <ul style="list-style-type: none"> • Puri Paratha • Chapati • Channa & Aloo Tarkari • Chicken Tikka </p>	1.00 EACH



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<ul style="list-style-type: none"> • Gulab Jamun • Cold Drinks (Buddy) • Mineral Water (1.5 Ltr) <p>Requirements:</p> <ul style="list-style-type: none"> • Standing buffet • Live cooking • Waiter service • <p>4. General Catering Requirements</p> <ul style="list-style-type: none"> • Hygienic food preparation • Adequate quantity (minimum 400 persons) • Temperature-controlled serving • Waste disposal & cleaning <p>8. Terms & Conditions</p> <ul style="list-style-type: none"> • Prices must be quoted in PKR (inclusive of all taxes) • Vendor must ensure timely service delivery • Payment terms as per IBA policy • Smoking & Child labor is not allowed • Drinks will be served at the ratio of 1.5 x No of persons • Site visit is recommended <p>POC from TIPS: Mr Mohammad Zaheer, Campus Manager</p>	
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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.