



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-003539 - Decoration Services- Iftar Dinner Feb26
Date of Issue	: 20 Feb 2026
Date of Submission of Quotation	: 23 Feb 2026 9:00:00 AM



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Request For Quotation

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 Services ; ; ; ; Scope of work: Theme: Golden and off white Stage Setup: Provision and installation of a stage measuring 24 ft (L) × 15 ft (W) with flooring material. Fully carpeted and finished in single tone with steps at both sides of stage. Runner Carpet: 120x Running ft of 6 ft width Fairy light Roof: 500x fairy lights and each having 30 ft length with truss support arranged and mounted in roof style 10x Ramadan Theme cut outs (3x 5 ft) Table & Chairs: 260x Acrylic Chairs with cushions /foamed in golden or off white color 32x Round table setup with cloth/cover (cover must be in golden and off white color) Side items: 8x Goblet glass on each table 4x Buffet Stations to cater (5 dishes on each) with proper covering/ skirting Table Centerpieces: Glass vase with Fresh flowers for table centerpieces Lighting: 20x LED light poles 30x RGB lights 10x Spot lights Entrance Arch: Lighting arch with ballon (Reference picture attached) Event date: 26th Feb 2026 Time: Setup must be ready by 1:00 pm on event day Location: IBA Main Campus</p>	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.