Institute of Business Administration Karachi
*Leadership and Ideas for Tomorrow*

# Request For Quotation

**Description** : **RFQ-004204 - Media Services- SBS Conference 2026**

**Date of Issue** : **6 Nov 2026**

**Date of Submission of Quotation** : **10 Nov 2026 10:00:00 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 |
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| 1 | Photography and Videography<br>Event Coverage, Live streaming, HD Videography.; Event: Session Recording – Two-Day Event<br>Event Dates: 20th & 21st November 2026<br>The service provider shall arrange and provide professional video recording services for the two-day event, as per the following requirements:<br>1. Camera & Recording Requirements<br>1. Provision of 10 HD-quality cameras for full-length video recording of parallel sessions taking place simultaneously at 10 different locations/rooms within the building.<br>2. Provision of 03 mirrorless 4K cameras, along with 01 4K-compatible gimbal, for professional video coverage of sessions and activities in the Auditorium.<br>3. All cameras shall be securely mounted on appropriate tripod stands, wherever required.<br>4. Each camera shall be equipped with a wireless microphone (RØDE brand or equivalent) to ensure clear and high-quality audio recording.<br>5. The service provider shall ensure the availability of additional/backup cameras, spare batteries, memory cards, chargers, and all other necessary equipment and accessories to ensure uninterrupted recording.<br>6. Adequate spare batteries shall be available with each camera throughout the recording sessions.<br>2. Recording Schedule<br>The recording services shall be provided according to the following schedule:<br>• Day 1 – 20th November 2026: 02:00 PM to 06:00 PM.<br>• Day 2 – 21st November 2026: 09:00 AM to 01:00 PM.<br>The service provider shall ensure that all 10 parallel sessions are recorded simultaneously at their respective locations throughout the specified timings.<br>3. Data Management & Delivery<br>1. The recorded data shall be provided session-wise, with each recording slot estimated to be 45 minutes.<br>2. Each camera shall be assigned a unique serial number corresponding to its designated room/location.<br>3. All recorded files shall be properly labelled and organized according to the assigned camera number, room/location, event date, and session/slot.<br>4. The service provider shall provide the recorded footage in both:<br>o Raw Format: Original, unedited recordings.<br>o Final Edited Format: Fully edited and finalized recordings in accordance | 1.00 EACH |

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| | with the instructions, requirements, and guidelines provided by the Marketing & Communication Department.<br>5. All data shall be handed over in an organized digital format through an appropriate storage medium or other mutually agreed method.<br>6. The service provider shall ensure that all recordings are complete, properly synchronized, and of acceptable audio and video quality.<br>4. Service Provider's Responsibilities<br>1. The service provider shall arrange all required cameras, tripods, gimbals, microphones, batteries, storage media, backup equipment, and accessories.<br>2. The service provider shall deploy sufficient trained camera operators and technical staff to manage all recording locations simultaneously.<br>3. The service provider shall be responsible for the safe handling, operation, and maintenance of all recording equipment during the event.<br>4. The service provider shall ensure that no session recording is interrupted due to equipment failure, battery shortage, storage limitations, or insufficient technical arrangements.<br>5. All recordings and finalized footage shall be delivered to the IBA Marketing & Communication Department within the mutually agreed timeline.<br>Note: The quoted price shall include all equipment, manpower, transportation, setup, recording, editing, data storage, and other associated costs required to complete the assignment. | |

**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.