



# Request For Quotation

**Description** : **RFQ-002357 - Coverage Convocation 2024**

**Date of Issue** : **22 Nov 2024**

**Date of Submission of Quotation** : **25 Nov 2024 2:00:00 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>Photography and Videography Event Coverage, Live streaming, HD Videography.; FOUR Photographers' coverage on Canon R6 or equivalent with all different lenses high resolution digital format. ( Unlimited shoot ) Services include: Shooting, all exposing material, digital finishing / retouching, (On High Resolution Printable Quality) Date of Event= 7th December 2024 Time: 12:00 pm till 08;00 pm Deliverables: *Event Highlight video and 15-20 Testimonials fully edited to be delivered within 2-3 days. *All pictures to be hi-resolution fully edited (Color corrected, straightened, and cropped) to be delivered in 2-3 days. *Photo Booth for group picture on the venue on the day of Convocation. Note: A clear and transparent process to deliver all the data to IBA Karachi (all videos, photography, video content of 360-degree cameras and other required material).</p>	1.00 EACH
2	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.; SIX Cameras film production on SONY FX 3 / A7III with all different lenses (DSL M Mirrorless Camera) broad casting quality * Jimmy JIB &amp; Tracking Dolly 40ft with Single High Definition Camera (16:9 wide screen format) * Aerial Filming - Personal Quadcopters for indoor and outdoor cinematography ( Chopper) *Live streaming with OB Setup Blackmagic ATEM Television Studio 4k Pro Panel or equivalent a. Camera Equipment for live streaming: Sony Alpha A7III/ Nikon D850/ Canon EOS R6/Panasonic S1 Pro or equivalent (coverage to be provided with minimum 8 cameras including 1 JIB Camera and 1 Drone Camera. b. To ensure internet connectivity with power backup options: * 2 mobile broadband connections (35mb per device) * 4 port load balancer/failover broadband router (Gigabit ports supported) Deliverables: OB event video to be delivered the next day of the event.</p>	1.00 EACH



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3	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.; *For dynamic video content (1 camera) with the technical staff present on ground. *Full fledge setup 360 degree camera solution on the venue on the day of Convocation with prompt output for students. *Edited dynamic content of 360 degree cameras (100-150 short clips). Deliverables: *Full fledge setup 360-degree camera solution on the venue on the day of Convocation with prompt output for students. Edited dynamic content of 360-degree cameras (100-150 short clips).</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. It works with the objective of instant media sharing. Capture- Process- Share and done! g. A complete setup with a high-resolution camera to capture, process and share prompt output in the form of GIFs promptly. Deliverables: *A complete setup with a high-resolution camera to capture, process and share prompt output in the form of GIFs promptly.</p>	1.00 EACH
5	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.; Virtual Background Photo &amp; Video Booth: The booth uses green screen technology to allow guests to place themselves in different virtual environments or scenes (that are already installed in the system), such as famous landmarks, branded backdrops, or fantasy worlds. The possibilities for creative photos &amp; videos become endless. h. A complete setup for green screen videos and photos for prompt output on the selected background (from the already-installed backgrounds in the system)</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.