



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-002937 - Decoration Services - Items Ogala25
Date of Issue	: 15 Jul 2025
Date of Submission of Quotation	: 18 Jul 2025 12:00:00 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



Request For Quotation

Sr#	Description	Quantity + UOM
1	<p>Decoration Service</p> <p>Rental Basis; Scope of Work</p> <p>Event Duration: August 21 to August 23, 2025 (3 Days)</p> <p>1. Stalls / Kiosks</p> <p>Quantity: 15 units</p> <p>Size: 4 ft x 4 ft each</p> <p>Location: Fauji Ground</p> <p>Dates: August 21 & 22, 2025 (2 Days)</p> <p>2. Balloon Décor</p> <p>Total Balloons: 5,000 (2,500 each day)</p> <p>Color Theme: Blue and White</p> <p>Placement: Throughout the campus</p> <p>Dates: August 21 & 22, 2025</p> <p>3. Tables with Covers</p> <p>Quantity: 30 units</p> <p>Size: 2.5 ft x 4 ft each</p> <p>Table Covers: White</p> <p>Dates: August 21 & 22, 2025</p> <p>Acrylic Chairs</p> <p>Quantity: 300 units</p> <p>Type: Milky White Acrylic Dates: August 21 & 22, 2025</p> <p>5. Pedestal Fans</p> <p>Quantity: 40 units</p> <p>Rental Basis: 2 Days</p> <p>Dates: August 21 & 22, 2025</p> <p>6. Walkie Talkies</p> <p>Quantity: 12 units per day Total Duration: 3 Days</p> <p>Dates: August 21, 22 & 23, 2025</p> <p>7. Sofa Seating</p> <p>Quantity: 20 Sofa Seats (2-seater)</p> <p>Condition: Neat and Clean Dates: August 21 & 22, 2025</p> <p>8. Center Tables / Sofa Tables</p> <p>Quantity: 10 units</p> <p>Type: Glass Top</p> <p>Dates: August 21 & 22, 2025</p> <p>Site Visit is important</p> <p>POC is Bilal Izhar</p> <p>Note: child Labor, Smoking and Rikshaws are not allowed in the 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.