



Request For Quotation

Description : RFQ-003310 - IBA Podcast Equipment

Date of Issue : 14 Nov 2025

Date of Submission of Quotation : 17 Nov 2025 6:00:00 PM

Place of Delivery : Stores, IBA Main Campus, University Road, Karachi.

Contact Person & Telephone : Purchase Department, IBA Main Campus, University Road, Karachi.
PAK
02138104700
Extension : 2154

Sr#	Description	Quantity + UOM
1	Camera Mirrorless Camera with 16-50mm lens; ZV-E10 with 16–50 mm lens. Sony or Equivalent	1.00 EACH
2	Microphone Boyalink Microphone; Microphone Boyalink or Equivalent Wireless mic system for clean dialogue recording	1.00 EACH
3	Headphone Brand: Behringer; Sennheiser / Behringer or Equivalent Headphones HPX4000 For Monitoring audio during shoots & Edits.	3.00 EACH
4	Led Aputure Light Amaran 200X; Aputure 200X RGB Light with Umbrella/Diffuser Amaran or Equivalent Professional lighting with umbrella diffusion for natural, cinematic look	2.00 EACH
5	Camera Lens Sony 35 mm f/1.8 (Sony FE); 35 mm f/1.8 (Sony FE) or Equivalent Standard prime lens for cinematic portraits	1.00 EACH
6	Camera Lens Sony 85 mm f/1.8 (Sony FE); 85 mm f/1.8 (Sony FE) or Equivalent Telephoto lens for close-up interviews & b-roll	1.00 EACH
7	Camera Lens Sony 20 mm f/1.8 (Sony FE); 20 mm f/1.8 (Sony FE) or Equivalent Wide-angle lens for events, classrooms & group shots	1.00 EACH
8	Tripod Apkina AP600S Tripod; AP600S Tripod Apkina or Equivalent Stable support for cameras during shoots	2.00 EACH

Terms & Conditions :



Institute of
Business Administration
Karachi

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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.