



Request For Quotation

Description	: RFQ-004105 - Decoration Services-Reunion Event Oct26
Date of Issue	: 9 Oct 2026
Date of Submission of Quotation	: 12 Oct 2026 3:00:00 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	Decoration Services ;;; SCOPE OF WORK – REUNION Event Event Name: Reunion Event Date of Event: Friday, October 16, 2026 Venue: 5th Floor, IBA City Campus, Karachi Theme Colors: Pink, Purple, and Dark Grey Estimated Guests: 130 Persons Setup Completion Deadline: 3:00 PM on October 16, 2026 1. Site Visit and Coordination - Interested vendors may visit the venue between 09:00 AM and 01:00 PM for site inspection and assessment of the required arrangements. - The IBA Administration Team shall serve as the Point of Contact (POC) for coordinating site visits. - Vendors are advised to inspect the venue and assess the available space, installation requirements, access arrangements, and proposed layout before submitting their quotations. 2. Lighting Arrangements The vendor shall provide, install, and position the following lighting equipment in accordance with the event theme and venue requirements: - Stand Lights: 10 Nos. - Fairy Lights (30 feet each): 100 Nos. - Edison Bulbs: 20 Nos. - RGB Lights: 20 Nos. All lighting equipment shall be in good working condition and installed safely, with appropriate wiring and cable management. 3. Seating Arrangements and Table Decoration The vendor shall provide and arrange the following items: - Round Tables with Plain Pastel Pink Table Covers: 17 Nos. - White Acrylic Chairs with Foam Seats: 136 Nos. (8 chairs per table). - Pink Ribbons for Chair Decoration: 136 Nos. (one ribbon per chair). - Round Table Runners: 17 Nos. (one per table) - Seasonal Fresh-Flower matching with our theme for table centre Piece: 17 Nos. (one per table) Layout Requirements: - Arrange the 17 round tables in a moon-shaped seating layout, subject to the venue dimensions and approval by IBA. - Provide eight acrylic chairs around each table, with foam seats and pink ribbons. - Place one table runner matching with theme colors and one small fresh-	1.00 EACH



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flower pot on each table.

- Ensure that all table covers, chair decorations, and floral arrangements are neat, clean, and consistent with the specified theme.

4. Walkway Runner Carpet

- Walkway Runner Carpet in single tone: 1 No.
- Required Dimensions: 6 feet × 120 feet.

5. Balloon Decoration

- Balloons: 1,000 Nos
- Theme Colors: Pink, Purple, and Dark Grey.

The vendor shall supply and install 1,000 balloons in the specified theme colors at different designated locations within the venue. The overall arrangement shall be coordinated with the event theme and provide a neat, visually appealing appearance. Final placement shall be coordinated with the IBA Administration & Procurement Team.

6. General Terms and Conditions

- The vendor shall provide all materials, equipment, transportation, manpower, installation, and dismantling services necessary to complete the specified scope of work.
- All arrangements must be fully installed and ready for inspection by 03:00 PM on Friday, October 16, 2026.
- The vendor shall coordinate with the IBA Administration & Procurement Team regarding the final layout, site access, installation, and other event requirements.
- All materials and equipment supplied shall be in good condition, clean, functional, and suitable for professional event use.
- The vendor shall ensure safe electrical installations, proper cable management, and secure placement of all decorative items.
- The vendor shall remove all equipment, leftover materials, and waste after the event, in accordance with the schedule and instructions communicated by IBA.
- Any deficiency in the supplied items or installed arrangements identified by IBA shall be rectified by the vendor without additional cost.

7. Campus Access and Safety Requirements

- Child labour is strictly prohibited on the IBA campus.
- Smoking and the carrying or use of smoking-related items are not permitted on campus.
- All vendor personnel, labourers, and transport personnel entering the campus must carry their original CNICs along with photocopies for verification and access-control purposes.
- The vendor shall ensure that all personnel comply with IBA's campus security procedures and instructions issued by the concerned department.
- Non-compliance with campus access and safety requirements may result in denial of entry to the concerned personnel.

Note: All quantities are estimated for RFQ purposes. Any variation or additional requirement shall be subject to prior approval by IBA's authorized representative.

Terms & Conditions :



Institute of
Business Administration
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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.