



Request For Quotation

Description	: RFQ-002908 - RFQ-0002908 - PR-0008066 - Consultancy for ISO Certification
Date of Issue	: 26 Jun 2025
Date of Submission of Quotation	: 14 Jul 2025 2:30:00 PM
Place of Delivery	: Stores, IBA Main Campus, University Road, Karachi.
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 0333-3009636 Extension : 2152

Sr#	Description	Quantity + UOM
1	Consultancy Services ; ; ; ; Scope covers end-to-end services and support in achieving ISO 9001:2015 certification for the HR Department, from initial assessment to successful certification, in the following phases: Phase 1: Gap Analysis & Process Study Phase 2: Project Planning with Key Deliverables Phase 3: Review, Modification & Development of Documentation (4-Level Structure) Phase 4: Implementation Phase 5: Pre-Assessment & Internal Audit Phase 6: Facilitating the Management Review Meeting (MRM) Phase 7: Certification Audit Support Bidder's Qualification Criteria & Detailed Scope of Work are attached	1.00 EACH

Terms & Conditions :

1. Service is subject to final inspection at the time of completion.
2. We reserve the right to cancel any or all of the above items if the services are not per our specifications or if the service is delayed.
3. Payment will be made through a crossed Cheque after the receipt of the Invoice/Bill and completion of the above service(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. Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance the quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment is subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates/denomination of the Purchase Order.
12. Stamp Duty of 0.35% for Service against the total value of the Purchase Order will be levied accordingly.
13. The Service Provider will be responsible for taking all safety measures during the services.