



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-002922 - Media Services-Ogala 2025
Date of Issue	: 14 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



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Sr#	Description	Quantity + UOM
1	<p>Photography and Videography</p> <p>Event Coverage, Live streaming, HD Videography.; Timing for Day 1 & Day 2 will be from 9:30 am till 06:15 pm</p> <p>Timing for Day 3 will be from 5:00 pm till 09:00 Pm</p> <p>Live Streaming:</p> <p>Live streaming will be connected from Auditorium on SMD placed outdoor for guests.</p> <p>OB Setup will be required for 2 days only (Day 1 & Day 2)</p> <p>Timing will be from 09:00 am to 06:00 pm</p> <p>OB Setup:</p> <p>HD Video OB, 2x HD Camera, 1x Blackmagic Vision Mixer, 1x Hyper deck, 1x Holy land wireless Set, Long SD1 Cable atleast 150 Meter , wireless video center</p> <p>Photography & Videography Services:</p> <p>Drone Operations</p> <p>1× Drone Operator for all 3 days (as per event timings)</p> <p>Photography Coverage</p> <p>2× Professional Photographers for Day 1 & Day 2</p> <p>2× Professional Photographers for Day 3</p> <p>Videography Coverage</p> <p>2× Videographers for Day 1 & Day 2</p> <p>1× Videographer for Day 3</p> <p>1× Dedicated Videographer with gimbal (for all 3 days) to capture social media Reels and complete event coverage</p> <p>Film Production Requirements:</p> <p>Equipment:</p> <p>Sony A7III or an updated equivalent mirrorless camera (to be specified in quote)</p> <p>Full lens kit for diverse shot types</p> <p>Gimbal support for dynamic filming</p> <p>Production & Post-Production:</p> <p>High-definition production using broadcast quality gear.</p> <p>Editing and post-production on iMac or equivalent HD platform</p> <p>Inclusion of:</p> <p>Titles, Subtitles, Background music</p> <p>Deliverables:</p> <p>Daily Video Highlights for each day (Delivered same day)</p> <p>Short Testimonials (Under 1 minute each, for all 3 days – Delivered same day)</p> <p>Photographs:</p> <p>High-resolution digital format</p> <p>Professional retouching and digital finishing Soft</p> <p>copies in high-resolution, printable quality All</p> <p>photographs to be delivered on the same day</p> <p>Final Output: All videos and photos to be delivered on USB in organized folders</p>	1.00 EACH



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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.