

## Request For Quotation

<b>Description</b>	: RFQ-003429 - Event Coverage Alumni Reunion 2026
<b>Date of Issue</b>	: 7 Jan 2026
<b>Date of Submission of Quotation</b>	: 8 Jan 2026 12:00:00 AM
<b>Place of Delivery</b>	: Stores, IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Photography and Videography</p> <p>Event Coverage, Live streaming, HD Videography.; 1. Videography</p> <p>Event Coverage:</p> <p>Videography &amp; Livestreaming Services</p> <p>1-Camera Setup:</p> <p>One camera Film Production:</p> <p>Broadcast Cameras: SONY HSC-100 with CCU control units.</p> <p>Mirrorless Cameras: Sony FX3, A7 III, A7 IV (or equivalent) with assorted lenses for dynamic shots.</p> <p>All equipment to deliver broadcast-quality visuals.</p> <p>2. OB Setup for Live Streaming</p> <p>Professional Outside Broadcast (OB) setup using:</p> <p>Brand: ATEM Blackmagic HD 8 switcher.</p> <p>Complete cabling and networking infrastructure for seamless live feed</p> <p>3. Aerial Filming/Drone:</p> <p>Personal quadcopters for indoor and outdoor cinematography with live feed.</p> <p>1x Drone: DJI Mavic 3 or 4 (or equivalent) for high-quality aerial shots</p> <p>4. Photography Coverage</p> <p>with One Professional Photographer equipped with:</p> <p>Mirrorless Cameras: Canon R6, Nikon Z6, Sony A7 IV (or equivalent).</p> <p>Full range of high-resolution lenses for diverse shots.</p> <p>All images captured in high-resolution digital format for premium quality output.</p> <p>Date of Event: 11th Jan 2026</p> <p>Time of Setup: 4 Pm</p> <p>Type of Event: Reunion Dinner</p> <p>Location: IBA City Campus</p> <p>Smoking and child labor is not allowed</p> <p>Make sure that staff is wearing proper uniform</p>	1.00 EACH
2	Still Photography	1.00 EACH
	<p>Camera DSLR Basic Lens with DVD; ; ; Polaroid Camera with instant printing-</p> <p>atleast 500 copies in IBA given frame</p> <p>setup must be ready by 4:00 pm at the event day</p>	

**Terms & Conditions :**

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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), levy(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.