



# Request For Quotation

<b>Description</b>	: <b>Photography, Videography &amp; Live Streaming during Convocation 2020</b>
<b>Date of Issue</b>	: <b>21 Sep 2021</b>
<b>Date of Submission of Quotation</b>	: <b>24 Sep 2021, 3:30 PM</b>
<b>Place of Delivery</b>	: IBA Main Campus, University Road, Karachi.
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700, Extension: 2152

Sr#	Description	Job
1	<p><b>OB (Outside Broadcasting)</b></p> <ul style="list-style-type: none"> <li>i. Blackmagic ATEM Television Studio 4k Pro Panel with 8 Camera input</li> <li>ii. Blackmagic Web presenter for Live Streaming</li> <li>iii. Blackmagic Hyper Deck Mini-Recorder Device</li> <li>iv. Audio Interface- to record uncompressed Sound-</li> <li>v. Wireless Talk Back System- 1km radius</li> <li>vi. Wireless Video Transmitter – 400 ft radius</li> <li>vii. 200-meter cables, 50-meter cables and 10-meter cables (All cables must be Mogami or Canary)</li> <li>a. Camera Equipment: Sony A7III/ Nikon D850/ Panasonic S1 Pro (coverage to be provided with minimum 7 cameras including 1 JIB Camera and 1 Drone Camera. The drone should be (Mavic Pro / Mavic Pro 2).</li> <li>b. Prime and Zoom lenses ranging from 14mm to 200mm.</li> <li>c. To ensure internet connectivity required power Back up Options               <ul style="list-style-type: none"> <li>- 2 mobile broadband connections</li> <li>- 4 port load balancer /failover brand band router</li> </ul> </li> <li>d. Minimum 2 Hard Drives for on-site data backup minimum 4 TB</li> </ul> <p><b>Photography &amp; videography:</b> Event Coverage minimum 7 photographers/ videographers for 7 hours.</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>1. OB Event video: OB event video to be delivered the next day of the event.</li> <li>2. Event Highlights and 15-20 (min.) Testimonials fully edited to be delivered within 2-3 days.</li> <li>3. Approx. 3000 Hi-Res pictures fully edited (color corrected, straightened, and cropped) to be delivered in 2-3 days.</li> <li>4. Photo Booth/ Photo studio on the venue on the day of the event.</li> </ul>	1 day

**Terms & Conditions :**

- Service of this order is subject to final inspection at the time of delivery.
- We reserve the right to cancel any or all the above items if the services are not in accordance with our specifications or if the delivery is delayed.
- Payment will be made through crossed cheque after the receipt of the Invoice/Bill & delivery of the above service(s).
- General Sales Tax will be paid on applicable items only.
- Liquidity damage at the rate of 2% per month on actual will be imposed on delayed delivery.
- The rate I item cost is final and no change whatsoever will be accepted.
- Government tax(es), levi(es) and charge(s) will be charged at actual as per SRO.
- Competent Authority reserves the right to change/ alter I remove any item or article or reduce I enhance the quantity without assigning any reason.
- Invoice/Bill to be submitted to Purchase Department.
- Advance Payment subject to Bank Guarantee.
- All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
- Stamp Duty 0.25% for Goods against the total value of Purchase Order will be levied accordingly.