



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Request For Quotation

Description	: RFQ-001360 - Photography/Videography for CBER Conference
Date of Issue	: 2 Nov 2023
Date of Submission of Quotation	: 7 Nov 2023 12:00:00 AM
Place of Delivery	: IBA Karachi, Main Campus, Karachi
Contact Person & Telephone	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	Photography and Videography Event Coverage, Live streaming, HD Videography.; Event days: 16th Nov to 18th Nov 2023 (FULL DAY EVENT) Total 3 days Videography and Photography coverage of the event 2x photographer with mirrorless cameras Gimble for highlights with mirrorless camera Full day video recording with 3x Sony Cameras 1x Blackmagic switcher 1x Blackmagic hyper deck 1x Blackmagic web presenter Cinematic Highlights for 3 days separately and one for the whole event Post Work Editing, Lecture recordings parallel Social media Content: Stories, Reels, Testimonial Drone shots/ videos Note: Drone Coverage and shots will be only for one day Note: Relevant experience is required and preferred Use of the latest equipment for the better quality Location: Main Campus , enclaved in Karachi University	1.00 EACH

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 I item cost is final and no change what so ever 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 I remove any item or article or reduce I enhance quantity without assigning any reason.
9. Invoice/Bill to be submitted to Purchase Department.
10. Advance Payment subject to Bank Guarantee.
11. All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates I denomination of Purchase Order.
12. Stamp Duty 0.25% for Goods against total value of Purchase Order will be levied accordingly.