Institute of Business Administration Karachi
Leadership and Ideas for Tomorrow

Request For Quotation

Description : **RFQ-004261 - Decoration Services- CEE Boot Camp Nov 2026**

Date of Issue : **23 Nov 2026**

Date of Submission of Quotation : **25 Nov 2026 3:00:00 PM**

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

Sr#	Description	Quantity + UOM
1	Decoration Services ; ; ; ; Decoration & Event Setup Services – Rental Basis 1. Invitation to Quote The Institute of Business Administration (IBA), Karachi invites quotations from reputable and experienced vendors for the provision of event decoration, setup, and related rental services for the CEE Leadership Boot Camp event. 2. Event Overview • Event Name: CEE Leadership Boot Camp • Venue: Textile Institute of Pakistan (TIP), Bin Qasim • Expected Guests: 250 Persons • Event Date: 28 November 2026 • Site Visit: 24th Nov & 25th Nov 2026 (Time from 10:00 am till 03:00pm) 3. Scope of Work The selected vendor shall be responsible for the complete planning, supply, installation, execution, and dismantling of all decoration, equipment, and event setup at the specified venue, as per the following requirements: 3.1 Lunch Setup – Cafeteria (12:30 PM) The vendor shall arrange a complete lunch setup for 250 guests, including: Tables & Seating • Round tables with Jacquard table covers • White acrylic chairs with seat foams • Seating arrangement: 8 chairs per table Buffet Setup • 04 buffet stations • Glass-top chafing dishes with covers Service Ware • Complete crockery in porcelain • Cutlery in stainless steel • Quantity ratio: 1.5 times the number of guests 3.2 Amphitheatre Setup (05:30 PM) Carpeting Requirements • 12 Runner Carpets • Size: 6 ft × 25 ft each • Colour: Red (Single Tone) 3.3 Amphitheatre Garden – Dinner Setup (06:30 PM) The vendor shall arrange a complete outdoor dinner setup for 250 guests, including: A. Dining Arrangement • Dining arrangement with Round tables and Milky White Acrylic chairs for	1.00 EACH

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	250 guests • Appropriate table covers and seating arrangement • 05 buffet stations B. Decorative Lighting & Ambiance • 150 Fairy Lights (30 ft each) • 04 Tower Lights / Shades (each with 06 LED fixtures) • 40 RGB Lights • 20 LED Stand Lights Lighting shall be installed and arranged to enhance: • Tree areas • Walkways • Dining ambiance 4. Vendor Responsibilities The vendor shall: • Ensure quality, safety, and timely execution of all arrangements. • Deploy trained manpower for setup, operations, and dismantling. • Maintain professional conduct throughout the event. • Ensure appropriate Health, Safety and Environment (HSE) measures for all personnel deployed at the venue. • Ensure all rented items and equipment are delivered, installed, maintained, and removed within the agreed timelines. • Ensure the venue is cleared and restored to its original condition after dismantling. 5. General Notes • Site visit is recommended prior to submission of quotation to assess the venue and requirements. • Vendors shall be responsible for confirming all measurements, site conditions, access arrangements, and logistical requirements before submitting their quotations. • Smoking and child labour are strictly prohibited. • Site Visit / Coordination Contact: Mr. Mohammad Zaheer, Campus Manager, Textile Institute of Pakistan (TIP), Bin Qasim. POC from IBA is Mr Bilal	

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.