



# Request For Quotation

**Description** : **RFQ-003721 - Decoration Services CEE-TIPS Event May26**

**Date of Issue** : **5 May 2026**

**Date of Submission of Quotation** : **6 May 2026 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

Sr#	Description	Quantity + UOM
1	<p>Decoration Service Rental Basis; Scope of Work – Decoration &amp; Event Setup Services Project Title: CEE Leadership Boot Camp – Decoration &amp; Event Setup</p> <p>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 services for the CEE Leadership Boot Camp event.</p> <p>2. Event Overview  <ul style="list-style-type: none"> <li>• Event Name: CEE Leadership Boot Camp</li> <li>• Venue: Textile Institute of Pakistan (TIP), Bin Qasim</li> <li>• Expected Guests: 400</li> <li>• Event Date: 09th May 2026</li> </ul> </p> <p>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.</p> <p>3.1 Rental Air Conditioning Units The vendor shall provide: <ul style="list-style-type: none"> <li>• 06 Floor Standing Air Conditioning Units (4 Ton each)</li> <li>• Complete installation and commissioning</li> <li>• Required electrical wiring, cabling, and power connectivity arrangements</li> <li>• On-site technical support and standby assistance throughout usage duration</li> </ul> </p> <p>3.2 Lunch Setup – Cafeteria (12:30 PM) The vendor shall arrange a complete lunch setup for 400 guests: <ul style="list-style-type: none"> <li>• Tables &amp; Seating: <ul style="list-style-type: none"> <li>o Round tables with Jacquard covers</li> <li>o White acrylic chairs with seat foams</li> <li>o Seating arrangement: 8 chairs per table</li> </ul> </li> <li>• Buffet Setup: <ul style="list-style-type: none"> <li>o 07 buffet stations</li> <li>o Glass-top chafing dishes with covers</li> </ul> </li> <li>• Service Ware: <ul style="list-style-type: none"> <li>o Complete crockery and cutlery</li> </ul> </li> </ul> </p>	- EACH



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o Quantity ratio: 1.5 × number of guests

### 3.3 Lake Area – Hi-Tea Setup (04:00 PM)

- Tea and Green Tea setup (Pathan-style service)
- Cups, saucers, and related items to be provided at a ratio of:  
1.5 × number of guests
- Basic table setup for tea service

### 3.4 Amphitheatre Setup (05:30 PM)

#### Carpeting Requirements:

- 12 Runner Carpets
- Size: 6 ft × 25 ft each
- Color: Red (Single Tone)

### 3.5 Amphitheatre Garden – Dinner Setup (06:30 PM)

The vendor shall arrange a thematic outdoor dinner setup including:

#### A. Dining Arrangement

- Standing dinner layout suitable for 400 guests
- 07 buffet stations

#### B. Decorative Lighting & Ambiance

- 150 Fairy Lights (30 ft each)
- 04 Tower Lights / Shades (each with 06 LED fixtures)
- 60 RGB Lights
- 20 LED Stand Lights
- Lighting must be installed to enhance:

- o Tree areas
- o Walkways
- o Dining ambiance

### 4. Vendor Responsibilities

- Ensure quality, safety, and timely execution
- Deploy trained manpower for setup and operations
- Maintain professional conduct during the event
- HSE of team working there

### 5. Notes

Site visit is recommended prior to submission of quotation

Smoking and Child labor is not allowed

POC for site visit is Mr Mohammad Zaheer, Campus Manager of TIPS

#### 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.

**IBA**

Institute of  
Business Administration  
Karachi



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