



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

## Request For Quotation

<b>Description</b>	<b>: RFQ-003381 - Decoration Services- CICT Event Dec25</b>
<b>Date of Issue</b>	<b>: 12 Dec 2025</b>
<b>Date of Submission of Quotation</b>	<b>: 15 Dec 2025 2:00:00 PM</b>



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## Request For Quotation

### Place of Delivery

: Stores, IBA Main Campus, University Road,  
Karachi.



## Request For Quotation

### Contact Person & Telephone

: Purchase Department, IBA Main Campus,  
University Road, Karachi.  
021-38104700  
Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Decoration Service</p> <p>Rental Basis; Scope of Work-Decoration Services</p> <p>Event: CICT Dinner</p> <p>Date: 20-Dec-2025</p> <p>Location: IBA City Campus</p> <p>Total Attendance: 500</p> <p>Standards: All items must be clean, uniform, scratch-free, and presentable.</p> <p>Theme: Black and Golden</p> <p>Stage: 2.5 ft height</p> <p>Platform: 12 ft x 22 ft (Flooring )</p> <p>Fully carpeted (single tone in maroon colour) with frill / border in black cloth</p> <p>Steps/stairs (at both sides of stage)</p> <p>Parking area: fully carpeted</p> <p>Total Area: 200 ft x 60 ft</p> <p>wall panels: 150 RFT (black and golden)</p> <p>Farshi: 60ft width x 40 ft length,</p> <p>Gao Takiya in black and golden colour= 20x</p> <p>Seating arrangement:</p> <p>Round table setup:</p> <p>450x acrylic chairs (in Golden Colour)</p> <p>56x round tables with cover and 8x chairs per table</p> <p>Flower vase (artificial)</p> <p>25x Sofa Sets of two-Seater Sofa</p> <p>Lighting arrangement:</p> <p>15x Sharpies (min)</p> <p>300x Fairy lights of 30 ft each to cover the area (min)</p> <p>50x RGB lights (min)</p> <p>16x Stand lights (min)</p> <p>10x Spot lights</p> <p>Note: Ensure neatness, uniformity, and presentable across all elements</p> <p>Child labor &amp; Smoking is not allowed in campus</p>	500.00 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/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.