



# Request For Quotation

<b>Description</b>	: <b>RFQ-000504 - Orientation Gala- Photo&amp;Videography</b>
<b>Date of Issue</b>	: <b>17 Aug 2022</b>
<b>Date of Submission of Quotation</b>	: <b>18 Aug 2022 12:00:00 AM</b>
<b>Place of Delivery</b>	: IBA Karachi, Main Campus, Karachi
<b>Contact Person &amp; Telephone</b>	: Purchase Department, IBA Main Campus, University Road, Karachi. 021-38104700 Extension : 2153

Sr#	Description	Quantity + UOM
1	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.Orientation Gala 2022 26 &amp; 28 August 2022 Photography: 2 Photographers with Canon R6 &amp; Nikon D850 Event Coverage &amp; Portraits where required Deliverables: Complete Shoot color corrected will be delivered in USB &amp; Cloud backup will be available for a month Team members should be highly skilled for quality services There should be no dissatisfaction from IBA in the last three months</p>	2.00 EACH
2	<p>Photography and Videography Event Coverage, Live streaming, HD Videography.Orientation Gala 2022 26 &amp; 28 August 2022 Videography: 2 Videographers with Sony A7IV on Ronin Gimbal Drone: DJI Mavic 2 Pro (1 day on 20th Aug 22) Audio Equipment for Testimonials Deliverables: Edited Highlights will be delivered in USB &amp; Cloud backup will be available for a month Team members should be highly skilled for quality services There should be no dissatisfaction from IBA in last three months</p>	2.00 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.



Institute of  
Business Administration  
Karachi

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