



Request For Quotation

Description	: RFQ-003214 - Decoration Services-Annual Dinner 2025
Date of Issue	: 24 Oct 2025
Date of Submission of Quotation	: 28 Oct 2025 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	Decoration Services ; ; ; ; Trussing Structure: Trussing setup of Size 50 ft x 50 ft. To be covered with premium drapes matching the event theme colors (Magenta, Electric Blue, Black, and Silver). Secure and stable installation suitable for lighting and hanging décor. Disco Ball hangings on structure Smoke Machine Panels: Backdrop wall panels integrated with truss structure. Size: 100 ft running Main Stage: Elevated stage, fully carpeted Size: 20 x 16 x 2 ft Stage skirting in matching color scheme. Appropriate steps and edge protection for safety at both sides of stage Walkway / Ramp: Walkway with runner carpet connecting audience area to the stage. Carpeted and edged for neat appearance. Size of Runner: 6ft x 80 ft color: as per the theme Lighting Setup: Fairy Light: 200 qty LED Lights: 20 Eddison Bulb: 150 Stand Lights: 15 (2x LED lights on each pole) Spot Light Fairy Light: 200 each of 30 ft length Lighting design to follow the theme colors (Magenta / Electric Blue / Black / Silver). All fixtures to be securely mounted with concealed cabling and tested prior to the event Shimmering wall: Colours: Magenta and Black Special balloon & artificial tree décor arrangements on wall Size: 10 ft x 12 ft Seating arrangement: Chairs: 330 milky white chairs (Transparent) or black Table : 42x round table with cover	350.00 EACH



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Glass vases for each table Floral work: 6x Trees artificial for decor artificial flower in glass vases for each table Balloon: 1500 colour: as per the theme Entrance: U Shape decorated with Edison bulb Theme : Magenta, blue, black, and silver Note: Setup must be ready by 3 pm on event date Vendor to ensure sound structural safety, neat finishing, and coordination with IBA Event Management Team. On-site support staff to remain available during the event for any technical or décor adjustments. Post-event dismantling and site clearance by vendor. Child Labor & Smoking is not allowed in the campus.	
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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.