



Institute of  
Business Administration  
Karachi

*Leadership and Ideas for Tomorrow*

# Request For Quotation

**Description**

**: RFQ-002384 - CBER Conference Coverage 2024**



# Request For Quotation

**Date of Issue** : 4 Dec 2024

**Date of Submission of Quotation** : 5 Dec 2024 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>Photography and Videography Event Coverage, Live streaming, HD Videography.; CBER Conference Coverage Photography for 4 days Dates: 9 &amp; 10th December full days ( from 9:00am to 8:00pm) Dates: 11 &amp; 12 Dec Half days Video highlights for 2 full days Dates: 09th &amp; 10th December Live streaming for 2 days Live feed for Youtube and FB Date : 9th &amp; Date: 10th Dec Make sure the equipment is latest and all necessary accessories, cables, lead, connections, internet is available with the service provider along with highly skilled operators. Equipment: Canon R6 or equivalent with all different lenses high resolution digital format. Services include: Shooting, all exposing material, digital finishing / retouching, (On High Resolution Printable Quality) *All pictures to be hi-resolution fully edited (Color corrected, straightened, and cropped) to be delivered in 2 days Camera Equipment for live streaming: Sony Alpha A7III/ Nikon D850/ Canon EOS R6 Panasonic S1 Pro/equivaleny To ensure internet connectivity with power backup options: * Mobile broadband connections (35mb per device) * 4 port load balancer/failover broadband router (Gigabit ports supported) Deliverables: OB event video to be delivered the next day of the event.</p>	1.00 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.