



# Request For Quotation

**Description** : RFQ-003796 - Impact Report 2025  
**Date of Issue** : 12 Jun 2026  
**Date of Submission of Quotation** : 16 Jun 2026 11:00:00 AM  
**Place of Delivery** : Stores, IBA Main Campus, University Road, Karachi.  
**Contact Person & Telephone** : Purchase Department IBA Main Campus, University Road, Karachi.  
03323760498 Extension : 2150

Sr#	Description	Quantity
1	<p>Printing of Booklet Impact Report 2025</p> <p>Report Specifications  Final Trim Size: 8.5" x 11" (Portrait)  Total Pages: 76 Pages + Cover  Printing: Full Color throughout (4/4 CMYK)  Resolution Requirement: Minimum 300 DPI for all images and graphics</p> <p>Cover Specifications  Cover Material: 300–350 gsm premium textured art card  Printing: Full Color (Outside &amp; Inside)  Finish: Matte lamination for a refined and professional look  Special Finish: Spot UV / raised UV on selected elements such as title or logo  Cover should have a premium tactile feel suitable for a corporate publication</p> <p>Inside Pages  Paper Stock: 150–170 gsm premium matte art paper  Printing: Full Color on both sides  Finish: Smooth matte finish for enhanced readability and high-quality image reproduction  Color consistency to be maintained throughout the report</p> <p>The final output should reflect a premium, elegant, and professional corporate standard aligned with the branding and visual direction of the Impact Report 2025.</p> <p>As per Sample available at Procurement Department</p>	500 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.