



## **Request for Proposal**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayer firms/companies/agencies registered with relevant tax authorities for the following RFP.

<b>RFP Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Hiring of Services of Marketing/Communication Firm/Agency (ES/01/21-22)	Singe Stage Two Envelopes	2%
<b>Document Fee &amp; Important Dates</b>		
Tender Fee: Rs. 3,000/-		
Issuance start date: October 13, 2021, at 9 AM		
Issuance end date & time: October 29, 2021, at 3 PM		
Submission date & time: October 13, 2021, to October 29, 2021, from 9 AM to 3 PM		
Pre-bid briefing: October 25, 2021, 3 PM at IBA, Main Campus, University Enclave, Karachi		
Technical Proposal Opening date & time: October 29, 2021, at 3:30 PM		
Financial Proposal Opening date & time: November 12, 2021, at 3:30 PM		

RFP Document may be collected after submission of paid fee challan from the Office of the **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the RFP document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on the same date & venue in the presence of the bidders' representatives who may wish to attend. In case of a holiday, the tender shall be opened/received on the next working day at the same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of "IBA Karachi" along with the Financial Proposal.

Kindly mention "Tender Number" at the top left corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

### **REGISTRAR**

IBA, Main Campus, University Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Procurement on 38104700 ext.: 2152

Email [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk) Website <https://www.iba.edu.pk/tenders/>