

IBA
Purchase Department
RFQ

Decoration & Refreshment for Open House 2011 at Main & City Campus,
February 06, 2011

1. Decoration & Refreshment Items for Main Campus

Decoration Items for Refreshment Area:

- Canopy Tent : 01 setup for 300 guests with qanat, pole covers & frills
- Carpet : as per requirement
- Buffet Tables : 06 units (with Covers & Skirting)

Refreshment Items for 200 Guests:

- Tea
- Assorted Biscuits
- Single bite Samosa
- With complete crockery and cutlery

Decoration Items for Waiting Area:

- Canopy Tent : 01 Setup for 150 guests with qanat, pole cover & frills
- Chairs (foam) with Covers : 150 units
- Tables : 04 units (with Covers & Skirting)

Additional Items:

- Qanats (Extra) : 20 units (for cordon off the construction area)
- Tables (2' x 4') with covers & skirting: 15 units (for reception counters & inquiry stands)
- Chairs with covers : 45 units (for reception counters & inquiry stands)
- Runners (Red Colour) : 10 units

2. Decoration & Refreshment Items for City Campus

Decoration Items for Refreshment Area:

- Canopy Tent : 01 Setup for 300 guests with qanat, pole covers & frills
- Carpet : as per requirement
- Buffet Tables : 06 units (with Covers & Skirting)

Refreshment Items for 350 Guests:

- Tea
- Assorted Biscuits
- Single bite Samosa
- With complete crockery and cutlery

Decoration Items for Waiting Area:

- Canopy Tent : 01 Setup for 150 guests with qanat, pole cover & frills
- Chairs (foam) with Covers : 150 units
- Tables : 04 units (with Covers & Skirting)

Additional Items:

- Qanats (Extra) : 20 units (for cordon off the construction area)
- Tables (2' x 4') with covers & skirting: 15 units (for reception counters & inquiry stands)
- Chairs (foam) with covers : 45 units (for reception counters & inquiry stands)
- Runners (Red Colour) : 10 units

Decoration & Refreshment for Inauguration Ceremony of Academic Block, City Campus on February 12, 2011

Decoration Items for Inauguration Area:

- Canopy Tent : 01 Setup for 150 guests with qanats, pole covers & frills
- Chairs (foam) with Covers : 150 units
- Dias (8'x12'x2.5') : 01 unit
- Head Tables : 01 unit (with Covers & Skirting)
- Carpeting (Complete) : as per requirement

Decoration Items for Refreshment Area:

- Canopy Tent : 01 Setup for 150 guests with qanats, pole covers & frills
- Carpeting (Complete) : as per requirement
- Buffet Tables : 03 units (with Covers & Skirting)

Refreshment Items for 100 Guests:

- Tea
- Assorted Biscuits
- Cake Piece
- Sandwiches
- Single bite Samosa
- Single bite Patties
- With complete crockery and cutlery

Additional Items:

- Qanats (Extra) : 20 units (for cordon off the construction area)
- Runners (Red Colour) : 20 units

Note:

- 1- Cutlery, Crockery & Cloth napkins will be provided by service provider & charges shall be included in the cost.
- 2- Venue area will be covered with carpets & runners completely.
- 3- Adequate members of bearers with clean & complete uniform including gloves shall be provided by service provider in Refreshment Areas.
- 4- Transportation & labour is the responsibility of service provider.
- 5- Tents / Canopy / Qanat / Chairs / Tables and other allied items / articles must be ready and available for use by 8:00 am on the both days of February 06 & 12, 2011.
- 6- Quotations must reach Purchase Office one or before January 25, 2011.