



# GIK INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY

## REQUEST FOR QUOTATION (RFQ)

No. GIKI/PD/RFQ-83/24-25

Sealed quotations, in Pak rupees on D.D.P basis, are invited from registered Suppliers / Authorized Dealers / Distributors for supply of the following items on Annexure wise on rental basis.

S#	Item Description	Annexure
1	Video Production	Annexure – A
2	Still Photography	Annexure – B
3	SMD Screens with Speakers	Annexure – C

Interested parties are requested to keep following points into consideration before submitting their quotations.

- Your quotation must be delivered to the office of the undersigned on or before **Monday, June 02, 2025, at 12:00 PM**. Any quotation received later than the scheduled date and time will be rejected and returned unopened.
- The items will be required on rental basis per day.
- Quotations must be submitted annexure wise in separate envelope.
- All quotations must be valid for a period of Thirty (30) days from the closing date of the Request for Quotation.
- The quotation shall be completed and signed by an authorized representative of the supplier.
- The quoted price should include all applicable Govt taxes, duties and other charges.
- Delivery will be made to GIK Institute, Topi, Swabi.
- Payment will be made within 2-3 weeks after acceptance of the items subject to deduction of taxes as per govt law.
- In the case of any arithmetical discrepancy between the unit rate and the total amount quoted, then the unit rate shall prevail both for the evaluation of quotations and for the subsequent purchase order.

**Assistant Director, Procurement Department, GIK Institute, Topi, Swabi (KP)**



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**ANNEXURE - A**

<b>S#</b>	<b>Description</b>	<b>Qty</b>
1	<b>Video Production:</b> <ul style="list-style-type: none"> <li>• 3x HD Cameras production with switcher, mixer, lighting setup, patching, cabling and 5 persons production team</li> <li>• Live Editing</li> <li>• Postproduction 5 minutes event highlights package</li> <li>• Live streaming to GIK Facebook / YouTube</li> </ul>	01 Job

**ANNEXURE - B**

<b>S#</b>	<b>Description</b>	<b>Qty</b>
1.	<b>Still Photography:</b> <ul style="list-style-type: none"> <li>• Still Photography coverage of the event and after event student photography</li> <li>• 3x Still cameras with photographers</li> </ul>	01 Job

**ANNEXURE - C**

<b>S#</b>	<b>Description</b>	<b>Qty</b>
1	<b>SMD Screens with Speakers:</b> <ul style="list-style-type: none"> <li>- SMD Screens 10x10 ft (6 screens for one day)</li> <li>- Base structure for screens</li> <li>- Sound system SP4 unit for each SMD screen (Pavey system with two speakers)</li> <li>- Connectivity support with GIK's desktop PCs with HDMI / VGA ports</li> </ul>	01 Job