

**LETTER OF ENQUIRY****RFQ FOR SUPPLY OF BRASS MEMENTOS FOR FOUNDATION DAY**

We would like to request you to send us the quotation for **Brass Mementos** for our school administration with the following specifications. Please quote the competing price and delivery time for the following.

Description	Specification	Sample Memento Design	Quantity
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, staff name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 24 cm.		37
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, staff name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 27 cm.		10
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, staff name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 30 cm.		13
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, staff name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 30 cm + 5 cm (BASE)		6
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, staff name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 33 cm + 5 cm (BASE)		3





Quotation Requirements:

- Price to be quoted on a per-unit basis and total amount.
- VAT to be shown separately.
- Delivery period 3 days to be clearly specified.
- Payment terms 30% Advance remaining after delivery of mementos.
- Sample design to be submitted along with the quotation.
- Mementos shall be free from manufacturing defects.

Delivery Location: International Indian School, Jubail

Note: Kindly submit your quotation along with product specifications, sample image, and delivery timeline.

The memento size must match the dimensions specified in the RFQ. However, the design may vary.

Vendor Requirements

The following documents/details should be submitted along with the quotation:

- Company Profile
- Commercial Registration (CR)
- VAT Certificate
- ZATCA Certificate
- GOSI Certificate
- Warranty Details
- Delivery / Completion Time
- Prior experience in the relevant field (No of Years)

Notes:

1. Sealed & closed Quotation should reach to the principal office during office hours on or before 30/10/ 2026 (7:30 am to 02:30 pm).

2. Quotation should be addressed in the name of Principal IIS Jubail clearly superscribing on the envelope **"QUOTATION FOR BRASS MEMENTOS FOR FOUNDATION DAY PROGRAM"**

3. For more details, please contact, Tel – 013 3624130 Ext – 226/267/242, Mob – 055 502 1095

Thanks & regards,

Reh
26/10/26
ADMIN OFFICER(I)
IIS - AL JUBAIL, KSA

