



IISJ/ADMIN/RFQ_ALL_271026/045EXTD/2026-27

Date: 27/10/2026

Invite Quotations for Maintenance Technician Contract

We invite qualified and experienced service providers/contractors to submit their **competitive quotation for providing one Maintenance Technician on a contract basis** to support the day-to-day maintenance requirements of our school.

The selected technician shall be responsible for routine maintenance, minor repairs, preventive maintenance, carpentry works, basic network cable pulling/cable management, and other related maintenance activities assigned by the School/Facility Management.

1. Scope of Work

A. Carpentry Works

The technician shall have practical knowledge and experience in:

- Basic carpentry and woodwork.
- Repair and adjustment of doors, door frames, hinges, handles and locks.
- Repair of student desks, chairs, cupboards, shelves and other furniture.
- Minor wooden partition and fixture repairs.
- Installation and repair of shelves, notice boards and similar fixtures.
- Basic cutting, drilling, fixing and assembly of wooden materials.
- Repair and adjustment of classroom and office furniture.

B. General Building Maintenance

The technician shall be capable of carrying out basic maintenance works, including:

- Minor plumbing repairs such as replacement of taps, valves, flexible hoses and sanitary fittings.
- Minor electrical maintenance such as replacement of switches, sockets, lights and basic electrical accessories, subject to applicable safety requirements and authorization.
- Minor painting and wall touch-up works.
- Basic gypsum board and ceiling repairs.
- Repair and adjustment of doors, windows, handles and locks.
- Minor tile and floor repair works.
- Installation, fixing and adjustment of brackets, fixtures and fittings.
- Basic troubleshooting of common building maintenance issues.
- Preventive maintenance and routine inspection of school facilities.





- Basic repair and maintenance of classroom, office and common-area fixtures.
- Any other minor maintenance work related to the technician's skills and responsibilities.

C. Basic Network Cable Pulling & Cable Management

The technician should have **basic knowledge and practical experience in network cabling and cable management**, including:

- Pulling and routing network cables through conduits, cable trays, ceilings and designated pathways.
- Basic cable dressing, bundling, labeling and organization.
- Proper cable management in server/network rooms, classrooms and office areas.
- Basic knowledge of Cat5e/Cat6 network cables and connectors.
- Assisting with cable termination, testing and identification of network cables, when required.
- Maintaining neat, safe and organized cable installations.
- Supporting the IT/Network team during basic network cabling and CCTV connectivity.

Note: The network-related requirement is limited to basic cable pulling, routing and cable management. Specialized network configuration, troubleshooting, switching, routing or other IT/network engineering work is not included unless specifically assigned.

D. Other Maintenance Duties

- Attend daily maintenance requests received from the School/Facility Management.
- Inspect and identify minor maintenance issues.
- Carry out preventive maintenance activities.
- Maintain cleanliness and safety at the work area after completing maintenance work.
- Report major defects or issues requiring specialized contractors.
- Assist specialized contractors when required.
- Maintain proper records of completed maintenance works.

2. Technician Requirements

The proposed technician shall meet the following requirements:

1. Minimum educational qualification: **Plus Two / Higher Secondary School Certificate or equivalent**
2. Minimum **3-5 years of relevant maintenance experience**.
3. Good practical knowledge of carpentry and general building maintenance.
4. Basic knowledge of plumbing, electrical, painting, furniture and fixture repairs.
5. Basic knowledge and practical experience in network cable pulling and cable management.
6. Ability to independently identify and rectify minor maintenance problems.
7. Ability to use common hand tools and power tools safely.
8. Good communication and interpersonal skills.





9. Physically fit to perform routine maintenance activities.
10. Previous experience in a **school, commercial building, residential compound, hotel, hospital or similar facility** will be an advantage.
11. Valid Iqama/work authorization and other required documentation, as applicable under Saudi regulations.
12. The technician shall follow all school safety, security and access procedures.
13. The technician should have a professional attitude and be capable of working respectfully around students, teachers, staff and visitors.

3. Contractor Responsibilities

The contractor shall:

- Provide one suitably qualified and experienced Maintenance Technician.
- Ensure the technician maintains professional conduct at all times.
- Ensure the technician is legally authorized to work in Saudi Arabia.
- Provide replacement personnel in case of prolonged absence, resignation or termination, subject to School approval.
- Be responsible for salary, statutory benefits, insurance and other employment-related obligations, where applicable.
- Ensure compliance with applicable Saudi laws and regulations.
- Ensure the technician follows all School health, safety, security and access requirements.
- Ensure all work is performed safely and professionally.
- Be responsible for rectifying any damage caused due to negligence or improper workmanship, subject to the agreed contract terms.

4. General Terms and Conditions

- The School reserves the right to accept or reject any quotation in whole or in part.
- The School is not obligated to accept the lowest quotation.
- All prices shall be quoted in Saudi Riyals.
- VAT shall be clearly stated separately.
- No additional work or expenditure shall be undertaken without prior approval from the authorized School representative.
- The contractor shall maintain confidentiality regarding information obtained while working at the School.
- The technician shall comply with all School safeguarding, security, health and safety policies.





- The contractor shall ensure that the technician maintains professional and respectful behavior while dealing with students, parents, teachers, staff and visitors.
- Any specialized work requiring a qualified specialist shall be referred to the School for approval and shall not be carried out without authorization.
- All materials and spare parts requiring replacement shall be subject to School approval before purchase or installation.

Terms & Conditions:

1. You are requested to submit the quotation (**Technical and Financial**) bids duly signed and stamped by the company in separate sealed covers.
2. Requested to submit copies of the following Commercial documents of your company along with **Technical Bid**.

- Company CR
- Certificate of Chamber of commerce
- License for relevant commercial activity
- GOSI certificate
- VAT registration certificate
- ZAKAT certificate
- Current Client List
- Years of Experience in the same field

3. Sealed and duly filled in Bid should reach the school office on or before 12/11/2026 during working hours (7:30 am to 2:30 pm - Sunday to Thursday & 8:30 am to 11:30 pm - Saturday)
4. Quotations should be addressed to the Principal clearly super scribing on the envelope **"Quotation for Maintenance Technician Contract"**.
5. Work place will be our school compounds i.e. all the school buildings, traffic area- main road near school gate and accommodation area.
6. The duration of contract shall be for one year.

Thanks & regards

Reh
27/10/26

Admin Officer(Interim)
IIS Jubail, KSA

