

**INTERNATIONAL INDIAN SCHOOL - AL JUBAIL**

Eastern Province - Kingdom of Saudi Arabia  
 Licenced By Ministry of Education K.S.A. Vide Lic. No. Jeem - 5  
 Affiliated to Central Board of Secondary Education  
 Delhi, India. Affin. No. 5730007 - School No. 90002  
 E-mail: Info@iisjubail.org  
 VAT. 310156908100003

**المدرسة العالمية الهندية - الجبيل**

المنطقة الشرقية - المملكة العربية السعودية  
 تصريح وزارة التعليم بالمملكة العربية السعودية رقم ج - ٥  
 بالتعاون مع مجموعة الوسط للتعليم الثانوي  
 دلهي الهند، رقم ٥٧٣٠٠٠٧ - مدرسة رقم ٩٠٠٠٢  
 Website: www.iisjubail.org

**IISJ/ADMIN/RFQ/028/2025-26****Date: 02/11/2025****Letter of Enquiry – Mementos for Foundation Day**

We request you to send us the quotation for printing of **Mementos for the Foundation Day** as specified in table below,

Please quote the competing price and delivery time for the following as per the samples attached.

| Sl no | Description of Materials                                                                                                            | Quantity (pcs) |
|-------|-------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1     | Award Mementos For School Staff - 10 to 12 inch(Brass)<br>Award to Above 10 years - 20 years<br>Design and printing, sticker fixing | 46(Approx.)    |
| 2     | Award Trophies For School Staff - 12 to 15 inch(Brass)<br>Award to Above 20 years- 30 years<br>Design and printing, sticker fixing  | 4 (Approx.)    |
| 3     | Award Mementos For Chief Guest- 15 to 20 inch(Brass)<br>Design and printing, sticker fixing                                         | 5 (Approx.)    |

**Notes:**

1. Quotations should reach to the administration section during office hours on or before **10<sup>th</sup> November 2025**.
2. After the shortlisting process, vendor to bring sample for the approval as and when required.
3. Quotation should be addressed in the name of Principal IIS-Jubail.
4. Changes in the matter/design should be considered.

**Thanks & regards**

*Reh*  
*2/11/25*  
**Admin Officer Interim**  
**IIS Jubail, KSA**

