



IISJ/ADMIN/RFQ_SPS 1& SSS1&2_CLASSROOM_180526/016/2026-27

Date: 18/05/2026

Letter of Enquiry

Supply of Student Table and Chair Sets

We are invited to submit your sealed quotation for the **Supply of Student Table and Chair Sets** for students aged approximately 8-10 & 15-18 years of Classes III & IX- XII.

Sl. No.	Description	Quantity	Size (Minimum)	Specification
1	Student Table & Chair Set (Wooden)	200 Sets	Chair Size (cm): <ul style="list-style-type: none"> • Backrest Width: 37 • Backrest Height: 15 • Chair Total Height: 75 • Seat Width: 37 • Seat Height: 44 Table Size (cm): <ul style="list-style-type: none"> • Table Width: 60 • Table Depth: 40 • Table Height: 75 	Medium size suitable for students aged 8-10 years (Class 3), durable, ergonomic design
2	Student Table & Chair Set (Wooden)	1000 Sets	Chair Size (cm): <ul style="list-style-type: none"> • Backrest Width: 43 • Backrest Height: 15 • Chair Total Height: 84 • Seat Width: 43 • Seat Height: 44 Table Size (cm): <ul style="list-style-type: none"> • Table Width: 60 • Table Depth: 40 • Table Height: 75 	Large size suitable for students aged 15-18 years (Classes 9-12), durable, ergonomic design



1. Technical Requirements

- High-quality **wooden material** with strong metal/steel frame (if applicable)
- Comfortable seating with proper back support
- Scratch-resistant and easy-to-clean surface
- Suitable height and dimensions for senior students
- Stable, durable, and safe design

2. Warranty

- Minimum **5-year warranty** for manufacturing defects
- Warranty should cover repair/replacement of defective items

3. Delivery

- Delivery location: IIS JUBAIL
- Delivery time: **2 Weeks from the date of purchase order**
- Supplier must ensure proper packaging and safe delivery

4. Commercial Requirements

The quotation must clearly include:

- Unit Price and Total Price
- **VAT (Value Added Tax)** separately mentioned
- Total cost inclusive of all charges (transportation, installation if any)





5. Mandatory Documents to be Submitted

The bidder must submit the following valid documents along with the quotation:

- Commercial Registration (CR) Certificate
- VAT Certificate
- GOSI Certificate
- Zakat Certificate
- Company Profile
- Relevant experience details (if available)

Notes:

1. *Sealed Quotation should reach to the Principal office during the office hours (Sunday to Thursday – from 07:30 am to 02:30 pm, Saturday – From 08:30 am to 11:30 am) on or before 21th May 2026.*

2. Payment terms - 30% Advance Payment and remaining after the delivery.

2. *Quotation should be addressed in the name of "Supply of Student Wooden Table and Chair Sets.*

3. *Sample of the table and chair set should be submitted along with the quotation.*

4. *For more details, please contact, Tel – 013 3624130 Ext – 226/267/242, Mob – 0554334314*

Thanks & Regards

*Reh
13/6/26*

Admin Officer(I)
IIS Jubail, KSA

