



IISJ/ADMIN/RFQ_EXAMDEPT /MEMENTOS_290826/028/2026-27

Date: 29/08/2026

LETTER OF ENQUIRY

RFQ FOR SUPPLY OF BRASS AND ACRYLIC MEMENTOS FOR STUDENT FELICITATION

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

Description	Specification	Quantity
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, student name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 30 to 38 cm or equivalent.	17
Brass Memento	Premium quality brass memento with wooden base, customized engraving of school logo, student name, achievement details, and congratulatory message. Polished finish with protective coating and presentation box. Size approximately 25 to 30 cm or equivalent.	22
Acrylic Memento	Premium quality clear acrylic memento with customized UV printing/laser engraving, including school logo, student name, achievement details, and congratulatory message. Size approximately 25 to 30cm with polished finish and sturdy base.	145

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.



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
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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

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 3rd September 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 AND ACRYLIC MEMENTOS FOR STUDENT FELICITATION"**
3. For more details, please contact, Tel – 013 3624130 Ext – 226/267/242, Mob – 055 502 1095

Thanks & regards,

Reh
29/08/26
ADMIN OFFICER(I)
IIS - AL JUBAIL, KSA

