



IISJ/CONT/RFQ/Tiles/FO_GRO_FRTAO_TS/047/2026-27

17th October 2026

Invite Quotations for

Tiles Removal, Installation, and Carpentry Works (50 Sqm)

We are inviting qualified contractors to submit competitive bids for a **50 Sqm flooring renovation project**. The designated work areas include the **Finance Room, Front of Administrative Office Room, Transport Supervisor Room, and GRO Room**. The scope includes tile removal, new tile installation, and associated carpentry works. The carpentry scope involves dismantling, shifting, and re-shifting existing wooden cabins, cupboards, and working tables to facilitate the flooring work within these rooms.

1. Scope of Work

The selected contractor will be responsible for providing all labor, materials (unless specified otherwise), tools, equipment, and supervision required to complete the following tasks across the specified locations (Finance Room, Front of Administrative Office Room, Transport Supervisor Room, and GRO Room):

Phase 1: Carpentry & Shifting (Pre-Flooring)

- **Dismantle and Shift:** Safely dismantle, detach, and shift existing wooden cabins, cupboards, and working tables from the work areas to a designated safe storage zone on-site.
- **Protection:** Ensure all shifted wooden assets are properly wrapped or protected against dust, moisture, and damage during transit and storage.

Phase 2: Flooring Works (Total Area: 50 Sqm)

- **Tiles Removal:** Carefully chip and remove existing floor tiles and the underlying mortar bed across the 50 Sqm area spanning the designated rooms.
- **Surface Preparation:** Clear debris, level the subfloor, and prepare the surface for new installation.
- **Tiles Installation:** Supply and install new tiles including proper grouting, alignment, and cleanup.





- **Waste & Scrap Management:** The contractor is responsible for gathering and sorting all tile scraps and installation waste. The Company will take responsibility for the final disposal and handling of the tile waste away from the site.

Phase 3: Carpentry Re-Shifting & Re-Installation (Post-Flooring)

- **Re-shifting:** Return the wooden cabins, cupboards, and working tables from the storage area back to their original or newly designated positions within the respective rooms.
- **Re-installation:** Reassemble, anchor, level, and fix the wooden units securely, ensuring they are fully functional (e.g., doors aligned, drawers sliding smoothly).

2. Compulsory Site Visit

Important Notice: A site visit is **compulsory** for all prospective bidders prior to submitting a commercial quote. Bids received from contractors who have not attended the mandatory site visit will be disqualified automatically. The site visit allows contractors to inspect the layout, assess shifting requirements for carpentry assets, verify measurements, and clarify constraints across the designated rooms.

- **Site Visit Dates:** October 15, 2026, to October 29, 2026.

3. Warranty Requirements

- **Workmanship Warranty:** Minimum of 5 Years covering defects in tile installation, leveling, grouting, and carpentry reassembly.
- **Material Warranty:** Minimum of 5 Years covering tile defects, discoloration, or premature wear (if materials are supplied by the contractor).

4. Schedule & Timeline

- **Project Duration:** The work must be completed within 7 calendar days from the site handover.

5. Payment Terms

- **Advance Payment:** 30% of the total contract value will be paid as an advance upon mobilization and signing of the contract.
- **Final Payment:** The remaining 70% will be paid upon successful completion of all work, inspection, and formal sign-off by the Company.





6. Bill of Quantities (BOQ) / Financial Bid Format

Contractors must quote using the format below, covering all designated areas (Finance Room, Front of Admin, Transport Supervisor, and GRO Room):

Ite m	Description	Qty	Unit	Unit Rate	Total Amount
1.0	Carpentry & Shifting Works				
1.1	Dismantling, shifting, and safe storage of existing wooden cabins, cupboards, and working tables from the Finance Room, Front of Admin Office, Transport Supervisor Room, and GRO Room.		Job		
1.2	Re-shifting, re-assembling, and fixing of wooden furniture post-tiling in the designated rooms.		Job		
2.0	Tiling Works (50 Sqm Total)				
2.1	Removal of existing floor tiles and clearing surface across the four designated rooms (Excluding final waste disposal haulage).	50	Sqm		
2.2	Supply and installation of new floor tiles including adhesive and grouting across the four designated rooms.	50	Sqm		
3.0	Warranty				
3.1	Provision of Workmanship and Material Warranty as specified in Section 3.	1	LS		
Total	Total Bid Amount:				





7. Submission Requirements

- **Technical Proposal:** Brief methodology of work (especially detailing how the 50 Sqm will be phased across the designated rooms), safety plan, and proof of similar large-scale past experience.
- **Commercial Proposal:** Completed BOQ table with fixed itemized rates conforming to the stated Payment Terms.
- **Site Visit Confirmation:** Signed copy of Site Visit Attendance certificate or proof of site survey attendance (mandatory).
- **Warranty Certificate:** A draft or commitment letter outlining the terms of the warranty.
- **Company Registration:** Copy of valid trade license and tax registration certificate.

8. Terms and Conditions

1. All prices must be quoted in Saudi Riyals (SAR).
2. Prices must include delivery and all other applicable charges.
3. Materials must be of good quality and suitable for school cleaning purposes.
4. The supplier must ensure timely delivery to the school premises.
5. Kindly submit your best and final discounted prices.
6. Please attach valid company documents, including Commercial Registration (CR), VAT Certificate, ZATCA Certificate, National Address, and Company Profile.

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 Tiles Removal, Installation, and Carpentry Works (50 Sqm)"

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

Thanks & regards

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17/10/26

Admin Officer(I)
IIS Jubail, KSA

