



IISJ/ADMIN/RFQ_ALL_280926/044/2026-27

Date: 04/10/2026

Invite Quotations for Saudi Security Guard Contract

Sealed quotations are invited from various companies for providing 07 (seven) security guards for 04 (four) buildings of our school.

Please quote the best competitive price. The detail terms and conditions are shown below:

Sl. No	Details	Person Required	Working Hours	No. of days in a week
01	Saudi Security Guard for year 2026-27	07	08 hours/day	07 Days

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 Technical Bid and Financial Bid (separately) should reach the school office on or before 15/10/2026 during working hours (7:30 am to 2:30 pm - Sunday to Thursday & 8:30 am to 11:30 pm - Saturday)
4. Both Quotations should be addressed to the Principal clearly super scribing on the envelope "**Quotation for Saudi Security Contract – Technical Bid / Financial Bid**".



5. Services required to our school office with effect from 01st December 2026.
6. Work place will be our school compounds i.e. all the school buildings, traffic area- main road near school gate and accommodation area.
7. The duration of contract shall be for one year.
8. The assigned staff must have a polite, gentle, and professional manner when dealing with students and parents. Good knowledge of English is preferred.
9. Saudi Security guard contract is to be signed and chambered by both parties as per the Saudi Law.

Thanks & regards

Rel
4/10/26.

Admin Officer(Interim)
IIS Jubail, KSA

