



IISJ/ADMIN/RFQ/CL/TABLE_CHAIR_300926/043/2026-27

Date: 4/10/2026

Letter of Enquiry

Supply of Computer Lab Table and Chair Sets (Junior Primary Section)

We invite you to submit sealed quotation for the Supply of Computer Lab Table and Chair Sets for students aged approximately 6–8 years (Junior Primary Section).

Sl. No.	Description	Quantity	Size (Minimum)	Specification
1	Computer Lab Desk	10 Sets	Table Size (cm): Table Width: 280 Table Depth: 55 Table Height: 70	Suitable size for junior primary students, durable engineered wood finish, equipped with 4 slide-out keyboard trays, 4 integrated floor-level CPU compartments, and quad-top grommet holes for wire management.
2	Study Chair	40 Nos	Chair Size (cm): Seat Width: 40-45 Seat Height: 50 Chair Total Height: 85	Ergonomic heavy-duty molded plastic shell (Black) with sturdy silver metal frame legs.

1. Computer Lab Desk – 10 Sets of 4 Computers

Dimensions (per table)

Table Length	280 cm
Table Width	55 cm
Table Height	70 cm

Specification

- Suitable size for junior primary students
- Durable engineered wood finish
- Equipped with 4 slide-out keyboard trays
- 4 integrated floor-level CPU compartments
- Four top grommet holes for wire management

2. Study Chair – 40 nos

Chair Size (cm)

Seat Width	40 - 45
Seat Height	50
Total Height	85

Specification

- Ergonomic heavy-duty molded plastic shell (Black)
- Sturdy silver metal frame legs

Anti-slip foot cap





1. Technical Requirements

- High-quality wooden and molded plastic materials with a strong metal/steel frame.
- Comfortable ergonomic seating with proper back support and footrest.
- Scratch-resistant and easy-to-clean table surface.
- Suitable height and dimensions optimized for Junior Primary section students.
- Stable, durable, and safe rounded design for young learners.

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, assembly, 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, safe 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 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 **15th October 2026**.
2. **Payment terms - 30% Advance Payment and remaining after the delivery.**
3. Quotation should be addressed in the name of "Supply of Computer Lab Table and Chair Sets (Junior Primary Section)".
4. Sample of the table and chair set should be submitted along with the quotation if requested.
5. For more details, please contact, Tel – 013 3624130 Ext – 226/267/242, Mob – 0554334314.

Thanks & Regards,

Reh
4/10/26
Admin Officer(I)
IIS Jubail, KSA

