



IISJ/CONT/RFQ/006/2025-26

Date: 7<sup>th</sup> March 2026

## Request for Quotation

### Annual Service Contract – Photography, Videography, Sound system and Setup for live Video conference.

We are pleased to invite you to submit a quotation for an Annual Service Contract for photography and videography services for the academic year 2025-26. Our school aims to enhance its visual documentation through professional photography and videography for various events.

#### Scope of Services:

**1. Photography Services:**

- Coverage of all major school events.
- High-resolution images delivered in a timely manner.
- Photo editing and enhancements as needed.

**2. Videography Services: (1 Cameras & 1 moving camera)**

- Full video coverage of significant events.
- Highlight reels (5 min) for key activities.
- Professional editing to produce high-quality videos.

**3. Sound System /Audio mixer compatible with existing speaker in the MPH hall**

**4. Deliverables:**

- Digital copies of all photographs and videos in Google Drive.
- Physical copies of key events (if applicable).



**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  
 Delhi, India. Affin. No. 5730007 - School No. 90002  
 E-mail: Info@iisjubail.org  
 VAT. 310156908100003

**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

**Requirements:**

Please provide a detailed quotation by filling the below table outlining your pricing structure, including any packages or rates,

ITEM	QTY.	UOM	DESCRIPTION	UNIT PRICE (SR) / HOUR	UNIT PRICE (SR) / HALF DAY (approx. 05 hours)	UNIT PRICE (SR) / FULL DAY (approx. 10 hours)
1	1	Lot	Photography			
2	1	Lot	Videography (1 Cameras & 1 moving camera)			
3	1	Lot	Video Editing (5 minutes glimpse)			
4	1	Lot	Video Editing Full Video			
5	1	Lot	Sound System			
6	1	Lot	Setup for live Video conference			

**General Notes:**

1. Quotation should reach the administration section during office hours (7:30 am to 2:30 pm - Sunday to Thursday & 8:30 am to 11:30 pm - Saturday) on or before Wednesday, 25/3/2026
2. Please provide your profile, Team details, and any relevant certifications.
3. Detail your turnaround time for deliverables.
4. Kindly mention if any additional services you offer (e.g. drone footage) & their applicable charges.
5. There will not be any advance payment. All the payment will be made within fourteen (14) days after completion of work and submission of the invoices.
6. All the payment will be made after completion of the work and delivery of required data in the school.
7. All the schedules of the event will be communicated well in advance (Minimum 14 days) except some urgent requirement may exists.
8. All the workforce must have valid Iqama & insurance form the same company.
9. Quotation should be addressed in the name of Principal IISJ.
10. For more details and any clarification please contact, Mob - 0555021095 / 0537380070

Thanks & Regards

*Red*  
7/3/26

ADMIN OFFICER(I)  
IIS JUBAIL, KSA

