



IISJ/ADMIN/RFQ/009/2024-25

Date: 24/06/2024

**Letter of Enquiry - Printing of Various Academic Certificates - 2024-25**

We would like to request you to send us the quotation for **printing of following Certificates for academic Year 2024-25 as specified in table below,**

Please quote the competitive price and delivery time for the following:

Sl no	Description of Materials	Quantity (pcs)
1	CCA Merit Certificates 4 Color, 250 gsm, A4 Size, Glossy	13,070
2	A+ Certificates 4 Color, 250 gsm, A4 Size, Glossy	5,950
3	Sports Certificates 4 Color, 250 gsm, A4 Size, Glossy	3,500
4	100% Attendance Certificates for Teachers 4 Color, 250 gsm, A4 Size, Glossy	255
5	100% Attendance Certificates for Students 4 Color, 250 gsm, A4 Size, Glossy	1,300
6	CCA Non-Competitive Certificate for KG & JPS 4 Color, 250 gsm, A4 Size, Glossy	700
7	Students Participation Certificates 4 Color, 250 gsm, A4 Size, Glossy	2,600

**Terms and conditions:**

1. Quotation should reach to the administration section during office hours (Sunday to Thursday: 07:30am to 02:30pm, Saturday: 08:30am to 11:30am) on or before 01<sup>st</sup> July 2024.
2. Quotation should be addressed in the name of Principal IIS Jubail.
3. Designing of the certificates will be vendor's scope.
4. Vendor to submit draft copies in person, for school approval, as and when required before final printing.
5. For further information, please feel free to contact, Mob – 055 433 4341 / 055 502 5435, Tel – 013 362 4130 Ext – 267/279/226.

Thanks & regards

Admin Officer  
IIS Jubail, KSA

