



IISJ/ADMIN/RFQ\_SPS1&amp;2&amp; SS1 /DESKTOP\_050726/038/2026-27

Date: 05/07/2026

## Letter of Enquiry

### Supply of 125 Desktop Computers

We invite you to submit your quotation for the **Supply of 125 Desktop Computers** as per the specifications mentioned below:

#### 1. Scope of Supply

The supplier shall provide **One Hundred Twenty-Five (125) brand-new desktop computers** meeting or exceeding the minimum technical specifications stated below.

#### 2. Minimum Technical Specifications

Item	Minimum Specification
Quantity	125 Desktop Computers
Brand	HP/DELL/Equivalent
Processor	Minimum -Intel Core i5 (14th Generation)
Memory (RAM)	16 GB DDR4/DDR5, upgradeable
Storage	512 GB NVMe SSD
Graphics	Integrated Graphics





Item	Minimum Specification
Keyboard	Wired USB Keyboard
Mouse	Wired USB Optical Mouse
Network	Gigabit Ethernet (RJ45), Wi-Fi 6, Bluetooth 5.x
Ports	Minimum six (6) USB ports (including USB 3.x), HDMI, DisplayPort, RJ45, Audio Ports
Operating System	Genuine Windows 11 Pro (64-bit)
Antivirus	Kaspersky Antivirus License – 2 Years
Security	TPM 2.0 with Secure Boot
Power Supply	Energy-efficient Power Supply



### 3. Warranty

- Minimum two (2) years manufacturer's warranty covering all hardware components.

### 4. Vendor Requirements

The bidder shall be a legally registered company with a valid Commercial Registration (CR) that includes Information Technology (IT) activities and shall have proven experience in supplying desktop computers, IT equipment, and system software.

The bidder shall be an authorized reseller, distributor, or partner of the proposed computer manufacturer.

All equipment shall be brand new, genuine, unused, factory sealed, and supplied with all standard accessories, cables, warranty documentation, and software license certificates. Products shall not be refurbished or end-of-life models and shall be delivered within the period specified in the Purchase Order.



## 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)

## 2. Terms & Conditions

- Prices must be inclusive of all taxes, delivery, and installation charges
- Quotation must be valid for at least 30 days
- Delivery timeline – 1 week from date of issue of PO
- Warranty details must be specified
- Payment terms - 50% Advance Payment and remaining after the delivery

### NOTES:

1. Sealed Quotation should reach to 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 30th August 2026.
2. Quotation should be addressed in the name of “Supply of 125 Desktop Computers”.
3. For more details and any clarification please contact, Tel – 013 362 4130 Ext-242/226 or Email, [adminofficer@iisjubail.org](mailto:adminofficer@iisjubail.org) or [webmaster@iisjubail.org](mailto:webmaster@iisjubail.org) or [procurementassistant@iisjubail.org](mailto:procurementassistant@iisjubail.org).

Thanks & regards

Principal  
IIS Jubail, KSA

