



IISJ/ADMIN/RFQ\_ALL\_AC\_200926/041/2026-27

Date: 20/09/2026

**Letter of Enquiry**  
**Supply and Installation of 2 Ton Split AC**

You are requested to submit your quotation for the Supply and Installation of Split Air Conditioners as per the following requirements:

| SL NO | DESCRIPTION | BRAND            | CAPACITY | QTY     |
|-------|-------------|------------------|----------|---------|
| 1     | SPLIT AC    | ZAMIL/EQUIVALENT | 2 TON    | 100 NOS |

**Terms & Conditions:**

1. The delivery and installation must be completed within 4 weeks of issuance of PO.
2. The vendors must visit the site and verify the required accessories and materials to complete the installation work.
3. Payment terms: 30% advance, 30% after equipment delivery, 30% after installation & balance 10% after successful completion of testing and commissioning.
4. Compressor warranty must be 5 years after issuance of completion certificate.
5. Maintenance warranty will be one year after issuance of completion certificate.
6. Please mention the model number, technical specifications and warranty period.
7. The quotation should clearly indicate VAT separately.
6. The quotation should be valid for a minimum of 30 days.
8. Any additional installation materials required should be included in the quotation.





## Vendor Requirements

The following documents/details should be submitted along with the quotation:

- Company Profile
- Commercial Registration (CR)
- VAT Certificate
- ZATCA Certificate
- GOSI Certificate
- Prior experience in the relevant field (No of Years)

## Notes:

1. 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 27<sup>th</sup> September 2026.
2. Quotation should be addressed in the name of "Principal - IIS Jubail.
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 [procurementassistant@iisjubail.org](mailto:procurementassistant@iisjubail.org).

Thanks & Regards,

*Ref 2019/26*  
ADMIN OFFICER ( INTERIM )  
IIS Jubail, KSA

