

IISJ/CONT/RFQ/005/2025-26

**INTERNATIONAL INDIAN SCHOOL, AL JUBAIL**

**INVITE QUOTATION FOR  
CANTEEN SERVICE CONTRACT  
April 2026- March 2027 (ONE YEAR)**

**PREQUALIFICATION QUESTIONNAIRE  
TECHNICAL BIDFORM  
AND  
FINANCIAL BIDFORM**

**BID STARTING DATE: 10/ 02 / 2026**

**BID CLOSING DATE: 17 / 02 / 2026**



## INTRODUCTION

It is the policy of the International Indian School, Al-Jubail (IIS, Jubail) to pre-qualify General Services Contractors/Suppliers before including them in the International Indian School's Approved List of contractors/Suppliers.

The objective of the Pre-qualification exercise is to evaluate the Contractors/Suppliers for the specified period as per the specifications and requirements.

**All Commercial bids shall be sought under two categories i.e. Technical Bids and Financial Bids. The financial bids shall only be opened after the technical bids have been found valid.**

By completing and submitting the Contractors/Suppliers Technical Bid Form, Company would provide the required information about the Company. Upon receiving the Technical Bid Form, IIS Jubail will review and evaluate it thoroughly and it may be followed by a visit to your Company for further assessment.

All the information provided for this Technical Bid Form process will be treated as "confidential" by the International Indian School, Al-Jubail.

School reserves the right to accept or reject the bid without assigning any reason.

## INSTRUCTIONS

1. The duration of the contract will be initially for one year.
2. The canteen should be fully functional within 10 working days of receiving the confirmation letter from the school.
3. Working hours of the canteen will be from 7:00 am to 2:30 pm. on all working days except Saturday. Working hours for Saturday will be from 8:00 am to 12:00 noon.
4. The canteen will not be operated during holy month of Ramadan, scheduled vacation and Holidays.
5. The staff employed should be very courteous and well behaved with school staff, students and parents.
6. All canteen staff members should maintain the proper dress code and it should be neat and tidy.
7. **Food supplies:** Items approved by MOH and the school authority only to be supplied in each canteen outlets.
8. **Facilities:** Each canteen outlet should be well equipped with Refrigerator, Water heaters, Stove (Electrical), Microwave oven and Sandwich maker etc...
9. **Vending machine** should be installed in all the sections by the contractor.

## GENERAL TERMS AND CONDITIONS

IIS Jubail invites Sealed Quotations from canteen service providers to run school canteen in **total EIGHT (8)** different locations with following options and terms and conditions –

1. Quotation / Tendering / bidding will be open only to suppliers in KSA.
2. The duration of the contract shall be of one year.
3. All Commercial bids shall be sought under two categories i.e. Technical Bids and Financial Bids.
4. **The financial bids shall only be opened after the technical bids have been found valid.**
5. Quotation / Tendering / bidding Should be submitted for below two options,

<u>Sr No</u>	<u>Option 1</u>	<u>Option 2</u>
	<b>Total no. of outlets - 04 (FOUR) (approximate students' strength is = 3,500)</b>	<b>Total no. of outlets - 04 (FOUR) (approximate students' strength is = 3,500)</b>
01	Main Building - 02 outlets,	Main building (Boys' section) - 02 outlets
02	Silver Jubilee Block – 01 outlet	Current Boys Section Building- 01 outlet
03	Junior Primary Section JPS – 01 outlet	Junior Primary Section JPS – 01 outlet
04	Ext. Building I – 01 outlet	Ext. Building -II – 01 outlet

6. **Quotation should be submitted for both options.**
7. **Two different vendors will be shortlisted for each location as mentioned in the table above.**
8. Our total strength of staff is approximately 400.
9. Duly signed and stamped Technical Bid (All commercial documents) and Financial Bid should be submitted separately by the company in sealed envelope.
10. 50% of the royalty amount has to be paid to the school upon signing of the contract.
11. The school authority shall handover the outlets/space/room to the contractor on the day contract is awarded to arrange the canteen.
11. For further information, please feel free to contact, Mob – 0555021095 / 0555025435, Tel – 013 362 4130 Ext-242/267/226 Mail -[procurementassistant@iisjubail.org](mailto:procurementassistant@iisjubail.org) / [adminofficer@iisjubail.org](mailto:adminofficer@iisjubail.org).

### **BID CLOSING DATE**

Duly filled in Bid Form should reach the school office on or before **17/02/2026** during working hours (07:30am to 2:30pm Sunday to Thursday and on Saturday 8:30am to 11:30am)

Under no circumstances the school will accept any bid after the above specified date and time.

\*\* the school reserves the right to cancel the bid at any point of time without assigning any reasons for the same.



*Reh*  
*10.02.2026*

ADMIN OFFICER(I)

# 1. TECHNICAL BID FORM

The Technical Bid Form given below is to be duly filled by the Contractor and submitted in separate sealed cover clearly superscribing on the envelope “**TECHNICAL BID – CANTEEN CONTRACT**” along with the pre-qualification form.

## TECHNICAL BID

1	Name of the Organization (write in Capital letters)	:	
2	Contact Address (write in capital letters)	:	
3	Telephone & fax Nos.	:	
4	E-Mail Address	:	
5	Name of the person who is authorized to sign the contract.	:	
6	Turnover during the last year	:	
7	Past experience – mention the current similar contract in Saudi Arabia.	:	
8	C.R. Number of the company:	:	

I hereby certify that the above statements are true and if it is found to be incorrect at any point of time during the execution of the contract, International Indian School, Al-Jubail has the right to take any action, as deem fit against our firm, including termination of the contract.

**Signature**

**Office Seal**

**Title**

**Date:** \_\_\_\_\_

**Name of the Company**

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## 2. FINANCIAL BID FORM (CANTEEN CONTRACT)

(To print & submit in the bidder's letter head and submitted in separate sealed cover clearly superscribing on the envelope "FINANCIAL BID – CANTEEN CONTRACT".)

We, \_\_\_\_\_ hereby agree that we shall provide all the satisfactory services related to CANTEEN as per the list required by the school.

### ROYALTY:

#### For option – I

SR. \_\_\_\_\_

(in words: SR. \_\_\_\_\_)

#### For option – II

SR. \_\_\_\_\_

(in words: SR. \_\_\_\_\_)

Name of Authorized signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation & Title: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Date and Company Seal: \_\_\_\_\_

## DOCUMENTS REQUIRED WITH TECHNICAL BID

You are requested to submit copies of the following Commercial documents of your company for Technical Bid\_

SR NO.	LIST OF DOCUMENTS	YES / NO	REMARKS
01	COMMERCIAL REGISTRATION CERTIFICATE		
02	ZAKAT & TAX CERTIFICATE		
03	VAT CERTIFICATE		
04	CHAMBER OF COMMERCE CERTIFICATE		
05	GOSI CERTIFICATE		
06	SAUDIAZATION CERTIFICATE		
07	COMPANY LICENSE (SAME FIELD)		
08	LIST OF PAST 5 YEARS SIMILAR EXPERIENCE		
09	COMPANY PROFILE		
10	LIST OF MAJOR CLIENTS DETAILS		
11	LIST WITH PRICE OF FRESH FOOD ITEMS AS PER M.O.H. APPROVED		