INTERNATIONAL INDIAN SCHOOL JEDDAH

SAUDI ARABIA

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E-Tender for Housekeeping and Janitorial Services
International Indian School - Jeddah.

E-Tender No.: REF/IISJ/ESTATE/HJS/2026

Date of Publishing : 16/11/ 2026

Last date for submission of bids: 26/11/ 2026

International Indian School, Jeddah

P.O. Box: 14861,

Jeddah - 21434

Kingdom of Saudi Arabia.

INTERNATIONAL INDIAN SCHOOL – JEDDAH
NOTICE INVITING E-TENDER

Tender for Housekeeping and Janitorial Services

Date : 16/11/2026

The International Indian School – Jeddah invites tenders from experienced, qualified, and eligible housekeeping service providers for providing housekeeping and janitorial services at the Boys, Girls, and KG Sections of the School, including a separate team for special evening cleaning services at the Girls' Section from 03:00 PM onward.

The selected service provider shall be responsible for maintaining cleanliness, hygiene, and sanitation throughout the school premises, including classrooms, offices, corridors, playgrounds, washrooms, and other common areas, as per the School's requirements.

1. Scope of Work and General Requirements

A. Regular Housekeeping and Janitorial Services

The regular housekeeping services shall cover the Boys, Girls, and KG Sections of the School, subject to the following requirements:

1. **Number of Cleaning Staff:** 43 cleaners (male/female, as required). The number of cleaners may be increased or decreased according to the School's requirements, particularly during summer vacations.
2. **Supervisor:** One (01) dedicated supervisor to oversee, monitor, and ensure satisfactory service delivery.
3. **Working Hours:** 8.5 hours per day.
4. **Working Days:** Six (06) days per week.
5. **Sponsorship Requirement:** All cleaners and the supervisor must be under the sponsorship of the same service provider and possess valid employment documentation in accordance with the applicable laws and regulations of Saudi Arabia.
6. **Service Coverage:** The service provider shall ensure proper cleaning, hygiene, and sanitation across all designated areas of the Boys, Girls, and KG Sections.
7. **Staff Management and Transportation:** The service provider shall be responsible for staff attendance, discipline, supervision, transportation, and arranging replacement staff whenever required to ensure uninterrupted services.
8. **Contract Period:** One (01) year from the date of commencement of services, subject to renewal upon mutual agreement and the School's approval.
9. **Invoicing and Payment:** Tax Invoices shall be submitted monthly for services rendered, subject to verification and approval by the School.

B. Special Evening Cleaning Services – Girls' Section

In addition to the regular housekeeping services mentioned above, the service provider shall provide a separate dedicated team for special evening cleaning services at the Girls' Section, subject to the following requirements:

1. **Number of Staff:** A minimum of twenty (20) cleaners.
2. **Working Hours:** From 03:00 PM onward, as per the School's requirements.
3. **Working Days:** Six (06) days per week, unless otherwise directed by the School.
4. **Separate Team:** The evening cleaning team shall be separate from the regular daytime cleaning staff.
5. **Scope of Work:** The team shall carry out thorough cleaning and sanitation of the designated areas of the Girls' Section, including classrooms, washrooms, corridors, offices, and other areas identified by the School.
6. **Supervision and Management:** The service provider shall ensure proper supervision, attendance, discipline, transportation, and replacement arrangements for the evening cleaning team.
7. **Sponsorship and Documentation:** All evening cleaning staff shall be under the sponsorship of the same service provider and shall possess valid employment documentation in accordance with applicable Saudi Arabian laws and regulations.
8. **Separate Pricing:** The cost of the evening cleaning services shall be quoted separately from the regular housekeeping services.

The bidder shall clearly indicate the monthly and annual cost of the evening cleaning services in both the comprehensive and non-comprehensive quotations.

2. Quotation Submission Requirements

Each bidder is required to submit **two separate quotations** for the complete housekeeping and janitorial services, including both regular daytime cleaning and special evening cleaning services at the Girls' Section.

A. Comprehensive Quotation (Including Cleaning Materials and Equipment)

The quotation shall include the complete cost of:

- Manpower for regular daytime cleaning services.
- Manpower for special evening cleaning services at the Girls' Section.
- Supervision and staff management.
- Transportation.
- Cleaning materials and consumables.
- Cleaning equipment required to perform the services satisfactorily.



B. Non-Comprehensive Quotation (Excluding Cleaning Materials and Equipment)

The quotation shall include the cost of:

- Manpower for regular daytime cleaning services.
- Manpower for special evening cleaning services at the Girls' Section.
- Supervision and staff management.
- Transportation.

Cleaning materials, consumables, and cleaning equipment shall be excluded from the service provider's quoted price and shall be arranged separately by the School.

The bidder shall clearly indicate the cost of regular housekeeping services and the additional evening cleaning services separately.

Both quotations must clearly indicate the monthly cost, applicable VAT, and total amount payable. The bidder shall clearly identify the inclusions and exclusions applicable to each option.

3. List of Cleaning Materials and Equipment

For the comprehensive quotation, the bidder shall include the following cleaning materials, consumables, and equipment required for the School's premises (it is a minimum requirement):

1. Clorox
2. Tide detergent powder
3. DAC disinfectant
4. Dettol liquid
5. Brooms
6. Trash bags – 10, 30, and 55 gallons
7. Wipers
8. Mops
9. Trolley buckets
10. Dusting towels
11. DAC powder for opening of drainage
12. Floor-cleaning machine(s)
13. Glass cleaner

The bidder shall ensure that adequate quantities of the above materials and equipment are available to maintain the required standards of cleanliness and hygiene throughout the contract period. The bidder should specify the proposed brands, pack sizes, and quantities or estimated monthly consumption of consumable materials in the comprehensive quotation.

For the non-comprehensive quotation, the above materials and equipment shall be excluded from the quoted price.

4. Submission of Tenders

Interested service providers are requested to submit their quotations along with the relevant company documents, including:

- Commercial Registration (CR)
- VAT Registration Certificate
- National address
- Company profile
- Applicable licenses and other relevant documents

Both quotations must be submitted by email to **tenders@iisjed.org** on or before the deadline specified below. Hard-copy quotations will not be accepted.

- **Tender Advertisement Date:** 16/11/2026
- **Last Date for Submission:** 26/11/2026
- **Tender Submission Email:** tenders@iisjed.org

5. General Conditions

1. Bidders must submit both comprehensive and non-comprehensive quotations. Each quotation must be complete and clearly identify its inclusions and exclusions.
2. The School reserves the right to verify the submitted documents, request clarifications, and inspect the bidder's credentials where necessary.
3. The School reserves the right to accept or reject any or all tenders, wholly or partly, without assigning any reason.
4. The final selection shall be made in accordance with the School's requirements and applicable procurement procedures.



International Indian school – Jeddah

(Format for Financial Biding)

Services for all 3 sections comprehensive/ with cleaning materials & equipment

SL No	Particulars	Unit	Quantity	Unit Price (SAR	Total Price (SAR)
1	Janitorial Staff Male	Each			
2	Janitorial Staff Female	Each			
3	Supervisor	Each			
TOTAL					
VAT					
Grand total					

Services for all 3 sections non comprehensive/ without cleaning materials & equipment

SL No	Particulars	Unit	Quantity	Unit Price (SAR	Total Price (SAR)
1	Janitorial Staff Male	Each			
2	Janitorial Staff Female	Each			
3	Supervisor	Each			
TOTAL					
VAT					
Grand total					

Evening cleaning only for Girls' section comprehensive/ with cleaning materials & Equipment

SL No	Particulars	Unit	Quantity	Unit Price
1	Girls' section Evening Cleaning with Cleaning materials	Each	A team of 20 people	
VAT				
Total Price (per month)				



Evening cleaning only for Girls' section Non comprehensive/ without cleaning materials & Equipment

SL No	Particulars	Unit	Quantity	Unit Price
1	Girls' section Evening Cleaning with Cleaning materials	Each	A team of 20 people	
VAT				
Total Price (per month)				

(A) Other terms and conditions if any....

NB: **Sponsorship Requirement:** All cleaners and the supervisor must be under the sponsorship of the same service provider, with valid legal employment documentation as per the applicable laws and regulations of Saudi Arabia.

CONTACT DETAILS FORM

Name of the Bidding Firm	
Name of the owner(s) & Nationality	
Name of the Authorized Signatory Nationality	
E-Mail ID	
Telephone No. & Mobile No	
Registration(CR) No.	
Service tax (VAT Certificate) no.	
Registered Office & Address (National Address)	
Bank Details (IBAN):	