

**INTERNATIONAL INDIAN SCHOOL  
DAMMAM**

**PREQUALIFICATION QUESTIONNAIRE AND BID FORM ( ERP)**

**WITH**

**TECHNICAL B I D F O R M**

**AND**

**FINANCI AL B I D F O R M**



## INTRODUCTION

It is the policy of the International Indian School, Dammam (IIS, Dammam) to pre-qualify Service Provider / Suppliers before including them in the International Indian School's Approved List of Contractors / Service Providers / Suppliers and evaluation of their bid (if any).

The objective of the Pre-qualification exercise is to evaluate the Contractor's capabilities to provide a consistently, reliable and trouble free Services for the specified period as per the specifications and requirements.

By completing and submitting the Contractor's Pre-qualification Questionnaire you would provide the required information about your Company needed for the Pre-qualification. Upon receiving the completed Pre-qualification Questionnaire, IIS, Dammam will review and evaluate it thoroughly and it may be followed by a visit to your Company / meeting with Higher Management / seeking further details for further assessment.

All the information provided for this Pre-qualification process will be treated as "confidential" by the International Indian School, Dammam.

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

### Instructions :

1. Kindly answer all the questions and provide complete information and attach necessary documentation, clearly marked to the relevant section and question number.
2. All answers shall be preferably typed or legibly written.
3. If the space provided for a particular question is not enough, you may attach additional sheets.
4. Questions that are not applicable to your Company may be marked "N/A" (Not Applicable).
5. Should you have any queries / clarifications, please write to

The Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

And / Or

The Principal / Head of the Institution, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2807, Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)

6. You may also visit International Indian School, Dammam to meet The Principal / Head of the Institution for any clarifications.
7. Duly filled Bid Form along with Prequalification Questionnaire should be dropped in the BID BOX kept in the BOYS SECTION on or before Thursday, 25.02.2021. Under NO circumstances the school will accept any bid received after the above specified date



## TECHNICAL BID FORM ( ERP)

The Technical Bid Form given below is to be duly filled by the Contractor and submitted in separate sealed cover clearly super scribing on the Envelope " TECHNICAL BID – ERP ". If required, extra pages can be added.

1	Name of the Organization (In Capital Letters)	
2	Contact Address (In Capital Letters)	
3	Telephone & Fax Numbers	
4	E-Mail Address	
5	Name of the person who is authorized person to sign the contract	
6	Turnover during the last year	
7	Past experience – mention the Current similar contracts in Saudi Arabia	

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, Dammam 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:



## 1. DOCUMENT REQUIREMENT

Your Prequalification Documents should also include all the following documents. Please checkmark the appropriate box whether the documents are attached or not. If any of the required documents is not submitted, then explain the reason.

- |    |   |     |                          |    |                          |       |
|----|---|-----|--------------------------|----|--------------------------|-------|
| 1  | Commercial Registration Certificate     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 2  | Zakat Certificate                       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 3  | VAT Certificate                         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 4  | Chamber of Commerce Certificate         | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 5  | GOSI Certificate                        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 6  | Saudiazation Certificate                | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 7  | Any License (Please specify-----)       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 8  | Audited Financial Statement - Year 2017 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 9  | Audited Financial Statement - Year 2016 | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 10 | Company Organization Chart              | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 11 | List of Past 3 Years Similar Experience | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 12 | List of Ongoing Similar Services        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 13 | Latest Company Profile                  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 14 | Operational Personnel List / CVs        | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 15 | Support staff Details in Position-wise  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | _____ |
| 16 | List of Major Clients & Contact details | Yes | <input type="checkbox"/> |    | <input type="checkbox"/> | _____ |



## 1. Scope of work and Compliance

This bid includes all the project work completion and all the customization according to school needs & requirements.

1. School Management system
  2. Online Fees payment
  3. Employee assessment
  4. Payroll Management
  5. Standard Financial Module and integration with all other modules
  6. Fixed assets and depreciation
  7. Inventory and procurement Module (Material Management)
  8. Library module (Digital preferred)
  9. Parental portal
  10. All reports needs to be dynamic.
  11. System Administration (Permissions, security etc.)
  12. Customization according to the school's requirement.
2. GENERAL QUISTIONAIRE (Please attach separate sheet if required)
1. Do you have other subsidiaries, joint ventures or are a part of a parent company? – Yes / No  
(If so If so, please describe the type of business briefly)
  2. Please provide a Bank Reference and Authorization to discuss financial capability with your bank
  3. Please provide the history of your Company, mention any current or proposed developments and generally describe your operation.
  4. Please describe your facilities briefly and attach a sketch of your location and facilities.
  5. Describe briefly the procedure of maintaining / sort out issues in case of other unforeseen incidents.
  6. Describe your procedure and measures that ensure that the services are satisfactory?
  7. If you subcontract, what are your criteria in selecting your sub-contractors? Describe your procedure briefly.
  8. How long have you been doing such kind of services to various clients in this field

The completed contractor Prequalification Summary form, **together with all the relevant supporting documents**, shall be submitted to the Chairman, International Indian School, P.O. Box 3320, Rakah, Al Khobar – 31952, Saudi Arabia, Tel. : 013 814 2801, Ex -229 Fax : 013 814 2806, Email : [iisdammam@hotmail.com](mailto:iisdammam@hotmail.com)



## **AUTHORIZED SIGNATURE**

We certify that all the information provided in Attachments/ Sections listed above are true and correct, and we fully understand that any information found to be incorrect or incomplete could result in the disqualification of our company in participating in the above mentioned service contract.

Service Provider Name :

Authorized Signature :

Name :

Position :

Date :

## **BID CLOSING DATE:**

Duly filled Bid Form should reach the school office on or before 25.02.2021 at 2.00 p.m (Thursday) Under any circumstances the school will not accept any bid received after the above specified time and date.

8.00 A.M. TO 2.30 P.M. ( SUNDAY TO THURSDAY)

8.00 A.M TO 12.00 Noon (SATURDAY)



## **FINANCIAL B I D F O R M (ERP)**

(To print & submit in the bidders Letter Head and submitted in separate sealed cover clearly super scribing on the Envelope “ FINANCIAL BID – ERP

We, .....hereby agree that we shall implement all the modules of school management system(ERP) as per the list required by the school.

**NOTE : Please quote module wise price.**

Price ; SR,.....( Saudi Riyals,.....)

FINANCIAL BID FORM should be submitted in a separate sealed cover clearly super scribing on the Envelope “ FINANCIAL BID – ERP

**Name in Print and Signature of the bidder:**

Name : \_\_\_\_\_

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

Date.....

\_\_\_\_\_  
(Name in Print of Authorized Signatory)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Designation & Title)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Date)

(Official Seal of the Company)

