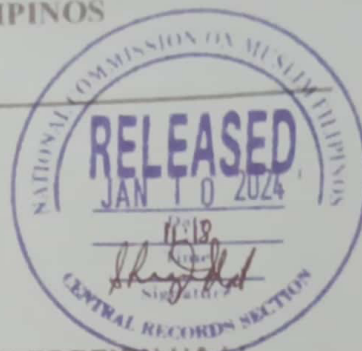




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
NATIONAL COMMISSION ON MUSLIM FILIPINOS



COMMISSION EN BANC  
Resolution No. 1, Series of 2024

**A RESOLUTION ADOPTING THE INTERIM GUIDELINES ON FOREIGN HAJJ PROCUREMENT ACTIVITIES FOR PURPOSES OF HAJJ 2024 IN COMPLIANCE WITH DILG MEMORANDUM DATED DECEMBER 19,2023**

**WHEREAS**, the NCMF Hajj Operations Manual of 2023 (Hajj Manual for brevity) mandated the creation of the Hajj Procurement Committee to ensure transparency and clear accountability in the selection of Service Providers;

**WHEREAS**, pursuant to Section 11 of the 2016 Revised Implementing Rules and Regulations of RA 9184 the HoPE may create separate BACs where the number and complexity of goods and services to be procured shall so warrant, for practical intents and purposes;

**WHEREAS**, the Commission is guided by the principles of clear transparency and accountability in the conduct of procurement of services in the Kingdom of Saudi Arabia for the 2024 Hajj;

**WHEREAS**, per December 19, 2023 DILG Memorandum, the Commission is directed to implement, among others, several observations in relation to its procurement activities particularly in K.S.A.;

**WHEREAS**, the Commission has issued a guideline entitled *Adoption of Interim Guidelines on Foreign Hajj Procurement Activities for purposes of Hajj 2024 in compliance with DILG Memorandum dated December 19, 2023*, implementing therein the customized procedure on Foreign Procurement and the adoption of DILG's recommendation in the conduct of procurement of services in the Kingdom of Saudi Arabia.

**NOW WHEREFORE**, in view of the foregoing consideration, upon motion made, duly seconded and without any objections, the Commission en Banc **RESOLVES**, as it is hereby **RESOLVED**, TO ADOPT THE INTERIM GUIDELINES ON FOREIGN HAJJ PROCUREMENT ACTIVITIES FOR PURPOSES OF HAJJ 2024 IN COMPLIANCE WITH DILG MEMORANDUM DATED DECEMBER 19,2023.

**APPROVED AND SIGNED** by the undersigned Commissioners, this \_\_\_ day of January 6,2024 in Davao City, Philippines.

APPROVED BY:

\_\_\_\_\_  
GUILING A. MAMONDIONG  
Secretary



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
NATIONAL COMMISSION ON MUSLIM FILIPINOS

**SAMER M. ALLONG**  
Commissioner

**MICHAEL M. MAMUKID**  
Commissioner

**DALISAY S. MACADAWAN**  
Commissioner

**YUSOPH J. MANDO**  
Commissioner

**JAMAL S. MUNIB**  
Commissioner

ATTESTED BY:

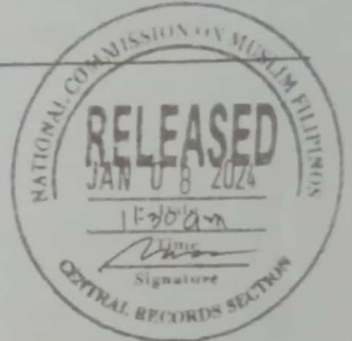
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**TAHIR LIDASAN, JR., CESO II**  
Executive Director



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
NATIONAL COMMISSION ON MUSLIM FILIPINOS

January 2, 2024



OFFICE ORDER

No. 24-01-220  
Series of 2024

**SUBJECT: ADOPTION OF INTERIM GUIDELINES ON FOREIGN HAJJ PROCUREMENT ACTIVITIES FOR PURPOSES OF HAJJ 2024 IN COMPLIANCE WITH DILG MEMORANDUM DATED DECEMBER 19, 2023**

WHEREAS, the NCMF Hajj Operations Manual of 2023 (Hajj Manual for brevity) mandated the creation of the Hajj Procurement Committee to ensure transparency and clear accountability in the selection of Service Providers;

WHEREAS, pursuant to Section 11 of the 2016 Revised Implementing Rules and Regulations of RA 9184, the HoPE may create separate BACs where the number and complexity of goods and services to be procured shall so warrant, for practical intents and purposes;

WHEREAS, the Commission is guided by the principles of clear transparency and accountability in the conduct of procurement of services in the Kingdom of Saudi Arabia for the 2024 Hajj;

WHEREAS, the funds that will be utilized in the aforementioned procurement will not come from the funds of the 2024 General Appropriations Act (GAA) but on the payments still to be made by the Muslim pilgrims;

WHEREAS, per December 19, 2023 DILG Memorandum, the Commission is directed to implement, among others, several observations in relation to its procurement activities particularly in K.S.A.;

WHEREAS, a *customized procedure* relating to the Foreign Procurement will be undertaken by the Commission for the annual pilgrimage to K.S.A. and the procedure is patterned on the following guidelines, to wit:

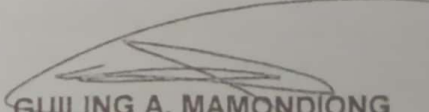
1. Appendix 28 Guidelines for the Procurement of the Goods and Services, Infrastructure Projects and Consulting Services;
2. Appendix 09 Guidelines in the Determination of Eligibility of Foreign Suppliers, Contractors, and Consultants to Participate in Government Procurement Projects of RA 9184 and its IRR

NOW, THEREFORE, in compliance to the DILG Interim Audit Report dated December 19, 2023 and pending the revision of the NCMF Hajj Operations Manual of 2023 taking into consideration the uniqueness and peculiarities of the Hajj Procurement, 2024 foreign Hajj Procurement shall be governed by the following guidelines:

**INTERIM GUIDELINES ON THE PROCUREMENT OF GOODS AND SERVICES, INFRASTRUCTURE PROJECTS AND CONSULTING SERVICES TO BE PROCURED AND PERFORMED OVERSEAS**

1. The BPE-End User shall prepare the Project Procurement Management Plan (PPMP) and forward the same to the Bids and Awards Committee (BAC) for Annual Procurement Plan (APP) consolidation;
2. The BPE-End User or Authorized Committee shall prepare a Purchase Request which indicates the following;
  - a. Technical Specification
  - b. Scope of Work
  - c. Approved Budget of Contract (ABC)
  - d. Other Terms and Conditions (Payments)<sup>1</sup>
3. The BPE- End User or Authorized Committee, Special BAC Members, Secretariat and TWG and Hajj Finance shall conduct Pre-Procurement Conference to determine the legal, technical, financial eligibility requirements to be submitted by the prospective bidders;
4. The BPE-End User or Authorized Committee shall prepare the Request for Quotation/ Request for Proposal (RFQ/RFP) and send it to at least three (3) bidders/ suppliers;
5. The Special BAC Secretariat shall conduct the posting of the RFQ/RFP in the Philgeps, NCMF Official Website, Conspicuous place reserved in the premises of NCMF;
6. The BPE-End User or the Authorized Committee together with the Special BAC Members, Secretariat, TWG and prospective bidders shall conduct a Pre-Bidding Conference to clarify and/ or explain any requirements, terms, conditions, specifications stipulated in the RFQ/RFP;
7. The TWG shall conduct the evaluation and validation of the Apostille through the Competent Authority's E-register or by phone or electronic mail. The contact information for the Competent Authorities is available using the link<sup>2</sup> below: <https://www.hcch.net/en/states/authorities/details3/?aid=1173>
8. The Special BAC recommends to the HoPE, through a resolution, the lowest calculated and responsive quotation;
9. The Special BAC Secretariat shall prepare the Notice of Award;
10. The BPE-End User or Authorized Committee and Winning Bidder shall prepare the Contract;
11. The Special BAC Secretariat shall prepare the Notice to Proceed;
12. The Special BAC Secretariat shall post within 10 days from the issuance of the Notice of Award, Contract and Notice to Proceed in the Philgeps, NCMF Website and at any conspicuous place reserve;
13. The Special BAC Secretariat shall release the documents to the BPE-End User or Authorized Committee.

Subject to the ratification by the Commission En Banc through a Resolution, this Order takes effect immediately and shall remain in force only for 2024 Hajj Operations until revoked, modified and/or amended by the undersigned or any competent authority or until the adoption of the Amended Hajj Manual, whichever comes earlier. Any previous orders, memoranda or issuances inconsistent herewith are hereby revoked, repealed and/or modified accordingly.

  
**GUILING A. MAMONDIONG**  
 Secretary

<sup>1</sup> Appendix 28 - Guidelines for the Procurement of Goods and Series Infrastructure Projects and Consulting Services to be Procured and Performed Overseas.

<sup>2</sup> Appendix 9 - Guidelines in the Determination of Eligibility of Foreign Suppliers, Contractors, and Consultants to Participate in Government Procurement Projects