



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

**BIDS AND AWARDS COMMITTEE**

October 17, 2018

**THE ELYAS COMPANY FOR HAJJ & UMRA**  
Madinah Al Muntawarah  
P.O. Box 1911, Madinah 41441  
Kingdom of Saudi Arabia

Attention : **MR. FAHAD ELYAS**  
Director General

Subject : **REQUEST FOR QUOTATION/REQUEST FOR PROPOSAL**

Project Title : **PROCUREMENT OF HOTEL/HOUSING ACCOMODATION  
IN MADINAH, K.S. A., FOR THE MUSLIM FILIPINO PILGRIMS  
FOR THE 2019 HAJ**

RFQ No. : **2018-090**

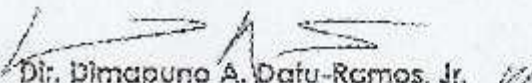
Dear Mr. Elyas:

Consistent with paragraph 4 (c) of Resolution No. 28-2017 of the Government Procurement Policy Board (GPPB), issued on July 31, 2017, implementing R.A. No. 9184 or the Philippine Government Procurement Law, authorizing Request for Quotation for overseas procurement, may we request you to quote us your lowest price for hotel/housing accommodation in Madinah, K.S.A., for approximately Six Thousand (6,000) Filipino pilgrims, who we expect to participate in the forthcoming 2019 Haj season, subject to the terms and conditions and the specifications enumerated in the attached documents.

Please send your quotation **not later than November 15, 2018** in any of the following modes:

1. By personal delivery or through registered mail, addressed to **Atty. Saidamen B. Pangarungan**, Secretary/Minister, National Commission on Muslim Filipinos, Jocfer Annex Building, 79 Commonwealth Avenue, Diliman, Quezon City, Philippines; or
2. By email to be sent to: [ncmf.asec@gmail.com](mailto:ncmf.asec@gmail.com); or
3. By fax number 02-9524875.

Very truly yours,

  
**Dir. Dimapuno A. Datu-Ramos, Jr.**  
Chairman, Bids and Awards Committee



## TERMS AND CONDITIONS:

### HOTEL and/or HOUSING ACCOMMODATION IN MADINAH

1. The distance and the category of the building/hotel/housing being offered must be in the First Ring Road inside Central Area which must be within 300 meters from Al Masjid Al Haram; and
2. All submitted quotations must include the following attachments: colored pictures (size A4) of the building facade, a sample hallway, the entrance lobby, and some rooms, as well as room measurements in square feet or square meters, the maximum capacity per room. Photos of the bathroom and toilets, security features, as well as the number of elevators, should also be included.

A locator map, with Al-Masjid Al-Haram as point of reference, of the building must likewise be included.

3. The award of contract shall be made to the lowest quotation that complies with the specifications and the terms and conditions stated in this Request For Quotation/Request for Proposal including the company specifications.
4. The NCMF reserves the right to reject any or all quotations, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this Request For Quotation.
5. The NCMF likewise reserves the right to disregard any of the terms and conditions, and the eligibility requirements herein set forth, if further evaluation of these stipulations would prove to be detrimental to the goal of a problem-free hajj.
6. The terms of payment shall be stipulated in the contract once you have been chosen by the NCMF to be the service provider of the Muslim Filipino pilgrims for the 2019 Hajj.
7. All quotations, which must be inclusive of Value Added tax (VAT), should indicate the price for each pilgrim.

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**ELIGIBILITY REQUIREMENTS**

In order to consider your quotation/offer, you need to submit the following documents:

1. Company Profile;
2. Other Documents, namely:
  - a) Tashrik/Permit from the Ministry of Hajj;
  - b) Permit/Accreditation Saudi Chamber of Commerce;
  - c) Permit/Accreditation from Saudi Tourism Authority;
  - d) Proof as Service Provider for at least three (3) consecutive years, including operational experience in handling hajj/pilgrims;
  - e) Financial statements for the last two (2) years immediately preceding the 2019 hajj;
  - f) Certification/relevant documents evidencing at least two (2) to three (3) years experience in hotel/housing management/operations;
  - g) Price quotation, which must be VAT inclusive, and other details of the proposal in sealed envelope; and
  - h) Performance bond in the amount to be fixed by the NCMF which shall be posted by the winning service provider to ensure compliance with all the terms and conditions of the contract.

For Madinah:

- A. Location: First Ring Road inside Central Area which must be within 300 meters from Al Majid Al Haram;
- B. Number of Pilgrims (Projected/Estimated): 6,000
- C. Price Quotation per Pilgrims (VAT inclusive)
- D. Duration: Three (3) days and Two (2) nights
- E. Food for three (3) days

After having carefully read and fully understood the specifications and the terms and condition set forth in this Request for Quotation/Request for Proposal, we hereby agree and quote you for building/hotel/housing accommodation in Madinah at the price indicated above.

\_\_\_\_\_  
Signature over printed Name and designation

\_\_\_\_\_  
Company Name and Address

\_\_\_\_\_  
Contact No. and email address

\_\_\_\_\_  
Date Accomplished