



CONSULATE GENERAL OF THE PHILIPPINES
القنصلية العامة لجمهورية الفلبين
OFFICE OF THE HAJJ ATTACHE
مكتب ملحق للحاج



SPECIAL BIDS AND AWARDS COMMITTEE HAJJ 2024

REQUEST FOR QUOTATION No. 2024-003

Mode of Procurement: Procurement of Goods and Services to be Procured and Performed Overseas	
End-User: Bureau of Pilgrimage and Endowment	Date: 15 January 2024
Purpose: PROCUREMENT OF TAWAFA AND MASHAER SERVICES (PACKAGE D)	
PR No. 2024-01-0002	CODE: POD-003
Please quote your lowest price for the items/s listed below not later than noon of 21 January 2024 subject to the following General conditions, and submit your quotation duly signed by your representative by email: hajjbac@ncmf.gov.ph or personal delivery to: OFFICE OF THE HAJJ ATTACHÉ 2nd Floor Building 4, Consulate General of the Philippines 4663 Fajr Street, Al-Rehab District 6, Jeddah, Kingdom of Saudi Arabia	
TERMS AND CONDITIONS:	
<p>1. In order to be eligible for this procurement, suppliers/service providers are required to accomplish the RFQ and submit on or before the deadline together with the following: Interested SERVICE PROVIDERS must submit the following:</p> <ol style="list-style-type: none">Company profileTasreeh/Permit from the Ministry of Hajj and UmrahPermit/Accreditation from Saudi Chamber of CommercePermit/Accreditation from Saudi Tourism AuthorityProof as Service Provider for at least three (3) consecutive years, including operational experience in handling Hajj/pilgrimsFinancial statements for the last three (3) yearsFinancial clearance confirming that the Pilgrims Affairs Office (Hajj Mission) bears no financial obligations to their company (For repeating Service Providers)Certification/relevant documents evidencing at least five (5) years of experience in hotel/housing management/operationPrice quotation/offer and other details of the proposal in a sealed envelope for the following tawafa and mashaer specificationsAll documents must be Apostille by the Competent Authority below: THE MINISTER OF FOREIGN AFFAIRS Address: The Minister of Foreign Affairs Telephone: +966114067777 (Ext: 5190) Fax: +966114414588 E-mail: ccc@mofa.gov.sa Language of Communication: General website (see also "Practical Information"): https://services.mofa.gov.sa/ratification/apostilleratification/search <p>2. Late submission of quotation shall not be accepted.</p>	

3. Price validity shall be for a period of sixty (60) calendar days.
4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
6. The NCMF reserves the right to reject any or all quotations/bid proposals 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 invitation.
7. The terms of payment shall be made through check payable to the supplier.
8. **All quotations shall be INCLUSIVE OF VAT**

LOT	Description	Comply/Not Comply	ABC	Price Quotation
1	<p>Introduction: This document outlines the specific requirements for the procurement of Tawafa and Mashaer Services for 7,000 pilgrims.</p> <p>CRITERIA DESCRIPTION</p> <p>1. LOCATION 1.1 Tawafa services in Makkah, Madinah, and Holy Sites Package "D" Services (Mina-Arafat-Muzdallifah)</p> <p>2. AVAILABILITY 2.1 Tents in Mashaer must be spacious enough to provide each pilgrim a space to sleep comfortably and move freely within the tent. Maximum of 14 pilgrims per quarter of a tent size. (maximum of 56 pilgrims per tent) 2.2 Provision of sofa bed per pilgrim with cotton pillow and sheets. 2.3 Electric plugs</p> <p>3. PRICING AND PAYMENT 3.1 Hajj Service Provider must provide a detailed pricing structure, including: a. Package "D" rate per pilgrim b. Any additional charges (e.g. taxes and service fees) c. Payment terms and schedule</p> <p>4. FUNCTIONALITY 4.1 The Hajj Service Provider with a high-performance rating: with high pilgrimage satisfaction, service performance quality, and commitment and compliance. 4.2 Each camp must have powerful room coolers and fans. 4.3 Each camp must have adequate clean washrooms. 4.4 Each camp must have a clean and adequate water supply 4.5 Each camp must have stand-by generator sets 4.5 Each camp must be secured, carpeted, and furnished with sofa beds for each pilgrim.</p> <p>5. DURATION 5.1 The stay duration in mashaer is for 6 days from 8 Dhul Hijjah 1445-13 Dhul Hijjah 1445 (see attached flight schedule and date of pilgrims' movement while in the Kingdom)</p> <p>6. TAWAFA SERVICES IN MAKKAH AND MADINAH 6.1 Manage reception services, including distributing hajj bracelets to pilgrims in Makkah hotels. 6.2 Provide adequate hot and cold mineral water dispensers per camp.</p>		24,500,000.00 SAR	

<p>6.3 Customer service, and assistance to pilgrims.</p> <p>6.4 Organize farewell and departure services</p> <p>6.5 Provide housing and residence services in Madinah and Makkah and at the Holy Sites</p> <p>7. CATERING</p> <p>7.1 FULL BOARD PACKED MEALS with fruits and free coffee, tea, and/or bottled water (breakfast, lunch, dinner, and snacks) for 6 days in Mashaer including dry-dinner on the 7th of Dhul Hijjah upon arrival in Mina and in Muzdalifah.</p> <p>7.2 Preferably Asian/Filipino dishes</p> <p>7.3 Must provide a six-day- menu in advance (breakfast, lunch, and dinner). No repeated viand.</p> <p>7.4 Must be healthy and nutritious</p> <p>7.5 Must provide a contingency measure for food shortage</p> <p>7.6 Must organize and provide meals as per the agreed menu, serving scheduled and quantity</p> <p>7.7 And must be willing to compensate the pilgrims in case of delay.</p> <p>7.8 Must provide an adequate amount of drinking water in Muzdalifah.</p> <p>8. OTHER CONDITIONS</p> <p>8.1 Prepare the camp and provide maintenance and other necessary services.</p> <p>8.2 Provide a list of Maktab and Maktab team members.</p> <p>8.3 All contracts must be in two columns in English and Arabic texts</p> <p>8.4 Provide care for pilgrims and supervise sick pilgrims and handle procedures for the deceased.</p> <p>8.5 Arrange transportation, grouping, and guides for pilgrims including Jamarat visits.</p> <p>8.6 Coordinate with a transportation company to ensure sufficient deployment of buses and timely transportation of pilgrims during Mashaer.</p> <p>8.7 Ensure the timely release of pilgrims' passports and bus preparation for departure to Jeddah airport</p> <p>8.8 Provide free accommodation and food for members of the Pilgrims Affairs Office.</p> <p>8.9 Provide financial clearance confirming that the Pilgrims Affairs Office bears no financial obligations to their company (For repeating Service Providers)</p> <p>8.10 Provide an area for the medical clinic with sufficient amenities</p> <p>8.11 All contracts must be in two columns in English and Arabic texts</p> <p>9. CONTINGENCY MEASURES</p> <p>8.11 Provide standby buses for emergency use during transportation of pilgrims within the holy sites.</p> <p>8.12 and provide any other necessary contingency measure.</p> <p>Interested SERVICE PROVIDERS must submit the following:</p> <ol style="list-style-type: none"> 1. Company profile 2. Tasreeh/Permit from the Ministry of Hajj and Umrah 			
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<p>3. Permit/Accreditation from Saudi Chamber of Commerce 4. Permit/Accreditation from Saudi Tourism Authority 5. Proof as Service Provider for at least three (3) consecutive years, including operational experience in handling Hajj/pilgrims 6. Financial statements for the last three (3) years 7. Financial clearance confirming that the Pilgrims Affairs Office (Hajj Mission) bears no financial obligations to their company (For repeating Service Providers) 8. Certification/relevant documents evidencing at least five (5) years of experience in hotel/housing management/operation 9. Price quotation/offer and other details of the proposal in a sealed envelope for the following housing specifications 10. All documents must be Apostille by the Competent Authority below: THE MINISTER OF FOREIGN AFFAIRS Address: The Minister of Foreign Affairs Telephone: +966114067777 (Ext: 5190) Fax: +966114414588 E-mail: ccc@mofa.gov.sa Language of Communication: General website (see also "Practical Information"): https://services.mofa.gov.sa/ratification/apostilleratification/search</p>			
<p>APPROVED BUDGET FOR THE CONTRACT (ABC): SAR 24,500,000.00 TWENTY-FOUR MILLION FIVE HUNDRED THOUSAND SAUDI RIYAL</p>			

Please take note that the OPENING OF BIDS will be on January 22, 2024, at 1:30 pm at the Social Hall of the Philippine Consulate General, Jeddah, Kingdom of Saudi Arabia.


OMAR A. MANDIA
OIC Hajj Attaché

<p>_____</p> <p>Signature over Printed Name of Representative/Company</p> <p>_____</p> <p>Address</p> <p>_____</p> <p>PhilGEPS Registration Number</p> <p>_____</p> <p>Tel. No./Cellphone /Email Address</p>
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