



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



SPECIAL BIDS AND AWARDS COMMITTEE FOR HAJJ 2024  
REQUEST FOR QUOTATION No. 2024-001

<b>Mode of Procurement: Procurement of Goods and Services to be Procured and Performed Overseas</b>	
<b>End-User: Bureau of Pilgrimage and Endowment</b>	<b>Date: 15 January 2024</b>
<b>Purpose: PROCUREMENT OF MADINAH HOTEL/HOUSING ACCOMMODATION FOR FIRST SEASON (Madinah-based Hotel Owners/Managers and Service Providers only)</b>	
<b>PR No. 2024-01-002</b>	<b>CODE: POD-001</b>
Please quote your lowest price for the items/s listed below not later than noon of <b>21 January 2024</b> subject to the following General conditions, and submit your quotation duly signed by your representative by email: <a href="mailto:hajjbac@ncmf.gov.ph">hajjbac@ncmf.gov.ph</a> or personal delivery to:  <b>OFFICE OF THE HAJJ ATTACHÉ</b> 2nd Floor Building 4, Consulate General of the Philippines 4663 Fajr Street, Al-Rehab District 6, Jeddah, Kingdom of Saudi Arabia	
<b>TERMS AND CONDITIONS:</b>	
<ol style="list-style-type: none"><li>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:<ol style="list-style-type: none"><li>Company profile</li><li>Tasreeh/Permit from the Ministry of Hajj and Umrah</li><li>Permit/Accreditation from Saudi Chamber of Commerce</li><li>Permit/Accreditation from Saudi Tourism Authority</li><li>Proof as Service Provider for at least three (3) consecutive years, including operational experience in handling Hajj/pilgrims</li><li>Financial statements for the last three (3) years</li><li>Financial clearance confirming that the Pilgrims Affairs Office (Hajj Mission) bears no financial obligations to their company (For repeating Service Providers)</li><li>Certification/relevant documents evidencing at least five (5) years of experience in hotel/housing management/operation</li><li>Price quotation/offer and other details of the proposal in a sealed envelope for the following housing specifications</li><li>All documents must be Apostille by the Competent Authority below: <b>THE MINISTER OF FOREIGN AFFAIRS</b> Address: The Minister of Foreign Affairs Telephone: +966114067777 (Ext: 5190) Fax: +966114414588 E-mail: <a href="mailto:ccc@mofa.gov.sa">ccc@mofa.gov.sa</a> Language of Communication: General website (see also "Practical Information"): <a href="https://services.mofa.gov.sa/ratification/apostilleratification/search">https://services.mofa.gov.sa/ratification/apostilleratification/search</a></li></ol></li><li>Late submission of quotation shall not be accepted.</li><li>Price validity shall be for a period of sixty (60) calendar days.</li><li>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.</li><li>Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li><li>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.</li><li>The terms of payment shall be made through check payable to the supplier.</li><li><b>All quotations shall be INCLUSIVE OF VAT</b></li></ol>	

LOT	Description	Comply/Not Comply	ABC	Price Quotation
1	<p>Introduction: This document outlines the specific requirements for the procurement of accommodation for 7,000 pilgrims in Madinah during the specified period for their pilgrimage.</p> <p><b>CRITERIA DESCRIPTION (Madinah-based Hotel Owners/Managers and Service Providers only)</b></p> <p><b>1. LOCATION</b> 1.1 The hotel/housing must be SITUATED INSIDE THE FIRST RING ROAD, preferably, on the Northern side of Masjid Al Nabawi.</p> <p><b>2. AVAILABILITY</b> 2.1 The hotel/housing rooms must be spacious enough to give space for the luggage of the pilgrims and a passable aisle between beds and not exceed 5 single bed capacity per classic room 2.2 Rooms with 8 single bed capacity per junior suite rooms must have two toilets.</p> <p><b>3. PRICING AND PAYMENT</b> 3.1 The hotel/housing accommodation service provider must provide a detailed pricing structure, including: a. Full-board accommodation rates per pilgrim, inclusive of VAT and other charges; b. Payment terms and schedule with no requirement for deposit upon signing of the contract.</p> <p><b>4. FUNCTIONALITY</b> 4.1 The hotels with minimum 3-star rating. 4.2 Each room must have air-conditioning units with refrigerator and television with remote controls. 4.3 Each room must have its own toilet, hot and cold bath and toiletries. 4.4 Uninterrupted toilet water supply.</p> <p><b>5. DURATION</b> 5.1 The stay duration is for three (3) nights for the first season (see attached flight schedule and date of pilgrims' movement while in the Kingdom)</p> <p><b>6. FACILITIES AND AMENITIES</b> 6.1 24hrs. internet access for the pilgrims in the hotel lobby. 6.2 At least one to two (1-2) hot and cold mineral water dispensers per floor depending on the no. of pilgrims per floor</p> <p><b>7. CATERING</b></p>		5,320,000.00 SAR	

<p>7.1 FULL BOARD MEALS with fruits and free coffee, tea and/or bottled water (breakfast, lunch and dinner)</p> <p>7.2 Preferably Asian/Filipino dishes</p> <p>7.3 Must be healthy and nutritious</p> <p>7.4 Food coupon for the pilgrims</p> <p><b>8. OTHER CONDITIONS</b></p> <p>8.1 Provide designated area for administrative office with desktop/laptop computer, printer, unlimited internet access and office supplies.</p> <p>8.2 Provide designated clinical area to provide urgent medical attention to pilgrims with medical needs.</p> <p>8.3 Provide three (3) full-sized utility vehicles with drivers:</p> <ul style="list-style-type: none"> <li>a. For airport/welcome/bus loading team</li> <li>b. For billeting/Adilla team</li> <li>c. For medical team</li> </ul> <p>8.4 Provide free accommodation for members of the Pilgrims Affairs Office with food</p> <p>8.5 Provide financial clearance confirming that the Pilgrims Affairs Office bears no financial obligations to their company (For repeating Service Providers)</p> <p>8.6 All contracts must be in two columns in English and Arabic texts</p>			
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**APPROVED BUDGET FOR THE CONTRACT (ABC): SAR 5,320,000.00  
FIVE MILLION THREE HUNDRED TWENTY THOUSAND SAUDI RIYAL**

**Please take note that the OPENING OF BIDS will be on January 22, 2024, at 2:30 pm at the Social Hall of the Philippine Consulate General, Jeddah, Kingdom of Saudi Arabia.**

  
**OMAR A. MANDIA**  
 OIC Hajj Attaché

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Signature over Printed Name of Representative/Company
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Address
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> PhilGEPS Registration Number
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Tel. No./Cellphone /Email Address