



Republic of the Philippines

OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS

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SPECIAL HAJJ BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. 2024-004

MODE OF PROCUREMENT: Appendix 28 Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas (NCMF Interim Guidelines on Foreign Hajj Procurement Activities for purposes of Hajj 2025)

End-User: BPE

Date: December 4, 2024

PURPOSE: PROCUREMENT OF MADINAH HOTEL/HOUSING ACCOMMODATION FOR FIRST SEASON OF 1446 HAJJ (Madinah-based Hotel Owners/Managers and Service Providers only)

Funding Source: Trust Fund (Hajj Fund)

PR No. 2024-12-0325

Please quote your lowest price for the items/s listed below not later than **December 09, 2024 at 2:00pm** subject to the following general conditions, and submit your requirements in two (2) duly sealed envelopes, first envelop contains eligibility and technical components, second envelop contains RFQ and financial components. The two envelopes must then be placed inside one sealed mother envelop which must be submitted to:

OFFICE OF THE HAJJ ATTACHÉ

2nd Floor Building 1
Consulate General of the Philippines
4663 Fajr Street, Al-Rehab District 6
Jeddah, Kingdom of Saudi Arabia

TERMS AND CONDITIONS:

- a. In order to be eligible for this procurement, suppliers/service providers are required to accomplish the RFQ and submit on or before the deadline.
- b. *Company Profile;*
- c. *Permit/Accreditation from Saudi Chamber of Commerce;*
- d. *Permit/Accreditation from Saudi Tourism Authority;*
- e. *Proof as Service Provider for at least three (3) consecutive years, including operational experience in handling Hajj/pilgrims;*
- f. *Financial statements for the last three (3) years;*
- g. *Financial clearance confirming that the Pilgrims Affairs Office (Hajj Mission) bears no financial obligations to their company (For repeating Service Providers)*
- h. *Certification/relevant documents evidencing at least five (5) years of experience in hotel/housing management/operation;*
- i. *Price quotation/offer and other details of the proposal in a sealed envelope;*
- j. *Contract of lease of offered hotels or letter from the hotel owner exclusively authorizing the service provider to offer the hotels to the Philippine Hajj Mission (not applicable to hotel owners).*

- k. *The winning bidder after being informed by the Special BAC must submit a contract of lease of his hotels within 48 hours from notice. Otherwise he will be disqualified.*
- l. All documents must be Apostilled by the competent Authority below:

THE MINISTRY OF FOREIGN AFFAIRS

Address: The Minister of Foreign Affairs

Telephone: +966114067777 (Ext: 5190)

Fax: +966114414588

Email: ccc@mofa.gov.sa

Language of communication: General website (see also “Practical Information”):

<https://services.mofa.gov.sa/ratification/apostilleratification/search>

- m. Late submission of quotation shall not be accepted.
- n. Price validity shall be for a period of sixty (60) calendar days.
- o. 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.
- p. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- q. 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.
- r. All quotations shall be INCLUSIVE OF VAT and all other applicable charges.

LOT	Description	Comply/Not Comply	Approved Budget for the Contract (ABC)	Price Quotation
	<p>Introduction:</p> <p>This document outlines the specific requirements for the procurement of accommodation for 5,000 pilgrims in Madinah during the specified period for their pilgrimage.</p> <p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</i></p>		3,750,000 SAR	
1	<p>Location</p> <p>1.1 The hotel/housing must be SITUATED INSIDE THE FIRST RING ROAD,</p>			

	preferably, on the Northern side of Masjid Al Nabawi.			
2	<p>Availability</p> <p>2.1 The hotel/housing rooms must be spacious and not exceed 5 single bed capacity per rooms.</p>			
3	<p>Pricing and Payment</p> <p>A. Price quotation for 5,000 pilgrims must be indicated in the RFQ</p> <p>B. No deposit must be required</p> <p>C. The rates must be inclusive of VAT & accommodation fee tax.</p> <p>D. The terms of payment shall be agreed upon by both parties in the contract subject to 10% retention policy.</p> <p>E. Financial clearance and official receipts must be issued by the service provider right after reconciliation and payment of the 10% retention on or before 25 Dhul Hijjah 1446.</p>			
4	<p>Functionality</p> <p>4.1 The hotels must be of 3 or 4-star rating.</p> <p>4.2 Each room must have air-conditioned units with refrigerator and television with remote controls.</p> <p>4.3 Each room must have its own toilet, hot and cold bath and toiletries.</p> <p>4.4 Uninterrupted toilet water supply.</p> <p>4.5 From the list of hotels offered by the service provider, the procuring entity must have the right to exclude any hotel that does not comply with the requirements.</p>			

5	<p>Duration</p> <p>5.1 The stay duration is for three (3) nights for the first season <i>(see attached flight schedule and date of pilgrims' movement while in the Kingdom)</i></p> <p>5.2 In case the arrival flight is in the morning, check-in time must be adjusted by the hotel as much as possible if only to complete the 3-night stay of the pilgrims.</p>			
6	<p>Facilities and Amenities</p> <p>6.1 24hours internet access for the pilgrims in the hotel lobby.</p> <p>6.2 At least one to two (1-2) hot and cold mineral water dispenser per floor depends on the no. of pilgrims per floor.</p>			
7	<p>Catering</p> <p>7.1 FULL BOARD BUFFET MEALS with fruits and free coffee, tea and/or bottled water (breakfast, lunch and dinner)</p> <p>7.2 Food service appropriate for a 3-4-star quality of the hotel, preferably in-house catering.</p> <p>7.3 Preferably Asian/Filipino dishes</p> <p>7.4 Must be healthy and nutritious</p> <p>7.5 Common food allergens must be considered.</p>			
8	<p>Other Conditions</p> <p>8.1 Provide designated area for office with desktop/laptop computer, printer, unlimited internet access and office supplies.</p> <p>8.2 Provide designated clinical area to provide urgent medical</p>			

	<p>attention to pilgrims with medical needs.</p> <p>8.3 Provide two (2) full sized utility vehicles with drivers:</p> <p>a. For airport/welcome/bus loading team</p> <p>b. For billeting/Adilla team</p> <p>8.4 Provide free accommodation and food for members of the Pilgrims Affairs Office.</p> <p>8.5 Any breach of contract shall be meted with appropriate sanctions in accordance with applicable laws.</p> <p>8.6 The winning bidder shall travel to the Philippines at its own expense for the signing of Contract.</p>			
<p>APPROVED BUDGET FOR THE CONTRACT (ABC): SAR 3,750,000.00 THREE MILLION SEVEN HUNDRED FIFTY THOUSAND SAUDI RIYAL</p>				


ZAINODEN M. USUDAN
 BAC Chairman

<div style="margin-bottom: 20px;"> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <p>Signature over Printed Name of Representative/Company</p> </div> <div style="margin-bottom: 20px;"> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <p>Address</p> </div> <div> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> <p>Tel. No./Cellphone /Email Address</p> </div>
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RFQ 2024-004 Procurement of Madinah Hotel/Housing Service Provider

Please take note of the following procurement timeline, *viz*:

PROCUREMENT TIMELINE HOUSING AND SERVICE PROVIDERS FOR MADINAH			
PROCUREMENT STAGE	DATE	TIME	VENUE
Pre-Bid Conference	December 6, 2024	4:00 PM	Philippine Consulate General, Jeddah
Deadline of Submission & Opening of Bids	December 9, 2024	2:00 PM	Philippine Consulate General, Jeddah
Notice of Award Ceremony	On or before December 16, 2024	1:00PM	Philippine Consulate General, Jeddah