



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. 2024-005

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 MAKKAH HOUSING ACCOMMODATION FOR 1446 HAJJ (Makkah-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 for the following housing specifications;*
- 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 48hours from notice. Otherwise he will be disqualified.*
- l. **Certificate of Star Rating/Classification of the hotels offered from the tourism authority or any other official proof to that effect.**
- m. **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>

- n. **Late submission of quotation shall not be accepted.**
- o. **Price validity shall be for a period of sixty (60) calendar days.**
- p. **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.**
- q. **Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the supplier or its authorized representative(s).**
- r. **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.**
- s. **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 Makkah 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>		26,250,000SAR	
1	Location			

	1.1 The hotel/housing must not exceed 1,200-meter radius of Masjid Al Haram. Preferably at Ibrahim Khalil Street, Al Hijra Street, Ummol Qura, At Tayseer District and Ajyad			
2	Availability 2.1 The hotel/housing rooms must be spacious and not exceed 5 single bed capacity rooms.			
3	Pricing and Payment A. Price quotation for 5,000 pilgrims must be indicated in the RFQ B. No deposit must be required C. The rates must be inclusive of VAT and accommodation fee tax. D. The terms of payment shall be agreed upon by both parties in the contract subject to 10% retention policy. 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			
4	Functionality 4.1 The hotels with wide range of facilities, superior designs qualities, excellent service and offer a deluxe pilgrims' experience. 4.2 Preferably a three (3) star rated hotel that could accommodate all the 5,000 pilgrims in one tower or two or more adjacent towers. 4.2 Each room must have air-			

	<p>conditioned units with refrigerator.</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 Housekeeping every after two (2) days or as requested</p>			
5	<p>Duration</p> <p>5.1 The duration of stay shall be for 1446 Hajj season, starting from the arrival up to the departure of the Hajj Mission/Pilgrims Affairs Office members.</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> <p>6.3 Hotel's dining area or vacant halls as spaces for setting up canteens to serve lunch and dinner meals to pilgrims.</p> <p>6.4 Prayer area</p> <p>6.5 Laundry and dry area</p>			
7	<p>Catering</p> <p>7.1 BREAKFAST BUFFET MEAL with fruits and free coffee, tea and/or bottled water <i>(see attached flight schedule and date of pilgrims' movement while in the Kingdom)</i></p> <p>7.2 Preferably Asian/Filipino dishes. Meal provision must conform to the menu prepared by the NCMF.</p> <p>7.3 Must be healthy and nutritious</p> <p>7.4 Serving time starts after Fajr prayer up to 10:30AM</p>			

	7.5 Common food allergens must be considered.			
8	<p>Other Conditions</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 clinics in each hotel/housing accommodation for Medical Team with clinical beds, tables, chairs, medical cabinets, garbage bins, 2-3 wheelchairs and other medical equipment needed by the Medical Team.</p> <p>8.3 Provide two (2) full sized utility vehicles (one (1) GMC and one (1) Van) with drivers:</p> <ul style="list-style-type: none"> a. For airport/welcome/bus loading team b. For billeting/Maktab team c. For medical emergencies/needs, transport going to other hotels seeking medical attention, mobile clinic <p>8.4 Provide two (2) fully equipped ambulance with four (4) alternating drivers:</p> <ul style="list-style-type: none"> a. For transfer of patients from hotel/clinic-hospitals b. For Mashaer period particularly for emergency purposes <p>8.5 Preferably there should be free shuttle services (at least three (3) units if it is located in At-Tayseer or Ajyad</p> <p>8.6 All Tasreehs (permits) of the vehicles and ambulance for the Mashaer period will be facilitated and secured by the Service Provider in coordination with the Office of the Hajj Attaché</p>			

	<p>8.7 Provide hotline cellular phones/two-way radio for Supervisory and Medical Team</p> <p>8.8 Provide free accommodation and breakfast for the 75 members of the Pilgrims Affairs Office.</p> <p>8.9 Provide 24/7 assistance.</p> <p>8.10 Any breach of contract shall be meted with appropriate sanctions in accordance with applicable laws.</p> <p>8.11 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 26,250,000.00 TWENTY-SIX MILLION TWO 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%;"/> Signature over Printed Name of Representative/Company </div> <div style="margin-bottom: 20px;"> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> Address </div> <div> <hr style="border: 0; border-top: 1px solid black; width: 100%;"/> Tel. No./Cellphone /Email Address </div>

RFQ 2024-005 PROCUREMENT OF MAKKAH HOUSING ACCOMMODATION
(Makkah-based Hotel Owners/Managers and Service Providers only)

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

PROCUREMENT TIMELINE HOUSING AND SERVICE PROVIDERS FOR MASHAER			
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