



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. 2024-006

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 1446 HAJJ SERVICES FOR MASHAER

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. *Tasreeh/Permit from the Ministry of Hajj and Umrah;*
- d. *Permit/Accreditation from Saudi Chamber of Commerce;*
- e. *Permit/Accreditation from Saudi Tourism Authority;*
- f. *Proof as Service Provider for at least three (3) consecutive years, including operational experience in handling Hajj/pilgrims;*
- g. *Financial statements for the last three (3) years;*
- h. *Financial clearance confirming that the Pilgrims Affairs Office (Hajj Mission) bears no financial obligations to their company (For repeating Service Providers)*
- i. *Certification/relevant documents evidencing at least five (5) years of experience in hotel/housing management/operation;*
- j. *Price quotation/offer and other details of the proposal in a sealed envelope;*
- k. 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>

- l. Late submission of quotation shall not be accepted.
- m. Price validity shall be for a period of sixty (60) calendar days.
- n. 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.
- o. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).
- p. 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.
- q. 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 Mashaer Hajj Services for 5,000 pilgrims and members of the Pilgrims Affairs Office.</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>		17,500,000SAR	
1	<p>Location</p> <p>1.1 Hajj services for Arafat-Muzdallifah-Mina (Mashaer-Hajj Proper) and Makkah</p> <p>1.2 Zone 3 (Taradudiya) for the camp space in Mina.</p>			
2	<p>Availability</p> <p>2.1 Tents in Mashaer must be spacious.</p>			

	2.2 Capacity of 5,000 pilgrims and members of the Pilgrims Affairs Office			
3	<p>Pricing, Payment and Package Service</p> <p>3.1 Hajj Service Provider must provide a detailed pricing structure for Package-D+ of the chosen camp space in Mina.</p>			
4	<p>Functionality</p> <p>4.1 The Hajj Service Provider with a high-performance rating: with high pilgrimage satisfaction, service performance quality and commitment and compliance.</p> <p>4.2 Each camp must be fully air-conditioned.</p> <p>4.3 Each camp must have a gypsum board or laminate/pvc boards partition.</p> <p>4.4 Each camp must have adequate clean washrooms.</p> <p>4.5 Each camp must have clean and adequate water supply</p> <p>4.6 Each camp must have stand-by generator sets</p> <p>4.7 Camp in Mina must be secured, carpeted, furnished with sofa-beds with pillows for each pilgrim.</p> <p>4.8 Camp in Arafat must be secured, carpeted, furnished with mattresses with pillows.</p> <p>4.9 Ensure additional urinals are available alongside those already provided in each camp in Mina.</p>			
5	<p>Duration</p> <p>5.1 The stay duration is for 6days from 8 Dhul Hijjah 1446-13 Dhul Hijjah 1446 (<i>see attached flight schedule and date of</i></p>			

	<i>pilgrims' movement while in the Kingdom)</i>			
6	<p>Facilities and Amenities</p> <p>6.1 Adequate hot and cold mineral water dispenser per camp.</p> <p>6.2 Provide an office space for the NCMF Secretary and members of the Pilgrims Affairs Office in the Mina camp.</p> <p>6.3 Provide a special room for the Secretary and his family in the camp in Mina.</p> <p>6.4 Provide a space for the clinic beside the sleeping quarters of the medical team.</p> <p>6.5 Provide a separate tent for the members of the Pilgrims Affairs Office furnished with air-conditioned units and complete number of sofa-beds with pillows.</p> <p>6.6 There should be at least two (2) kitchens in Mina camp serving the 5000 pilgrims.</p> <p>6.6 Each camp in Mina must be covered with artificial landscaping.</p>			
7	<p>Catering</p> <p>7.1 FULL BOARD PACKED MEALS with fruits and free coffee, tea and/or bottled water (breakfast, lunch and dinner) for 6 days in Mashaer including Tarawiya</p> <p>7.2 Breakfast should be served on time at 7:00AM; lunch at 12:00NN and dinner at 6:00PM. <i>(In case of delay, a buffer dry meal should be immediately served while waiting for the regular meal to be served.)</i></p>			

	<p>7.3 The food distribution system shall be decided mutually by the NCMF and the Tawafa Company.</p> <p>7.4 Preferably Asian/Filipino dishes</p> <p>7.5 Must provide daily menu (breakfast, lunch and dinner). No repeated viand</p> <p>7.6 Must be healthy and nutritious</p> <p>7.7 Must offer nutrition and subsistence services</p> <p>7.8 Must organize and provide meals as per agreed menu, schedule and quantity</p> <p>7.9 Common food allergens must be considered.</p>			
8	<p>Other Conditions</p> <p>8.1 Prepare and maintain the Holy Sites, including equipment's, supplies and necessary services.</p> <p>8.2 Provide a list of Service Centers and Service Center team members.</p> <p>8.3 Provide care for pilgrims and supervise sick pilgrims and handle procedures for the deceased.</p> <p>8.4 Arrange transportation, grouping, guides for pilgrims including Jamarat visits</p> <p>8.5 Coordinate with transportation company to ensure sufficient deployment of buses and timely transportation of pilgrims during Mashaer.</p> <p>8.6 Ensuring the timely release of pilgrims' passports and bus preparation for departure to Jeddah airport.</p> <p>8.7 Manage receptions services, including distributing hajj bracelets to pilgrims in Makkah hotels.</p> <p>8.8 Customer service, assistance to pilgrims, organize farewell and departure services.</p>			

	<p>8.9 Staff from the Tawafa Company must be present in Muzdalifa to assist the NCMF supervisors before the arrival of the pilgrims.</p> <p>8.10 Tawafa Company must assign specific personnel in charge of fixing broken air-conditioned units and other camp facilities and must be present in the camp at all times.</p> <p>8.11 Provide each pilgrim upon arrival in Makkah hotel a packed light meal.</p> <p>8.12 Facilitate the ocular inspections of the Mina, Arafat and Muzdalifah tents/sites by the NCMF supervisors as often as necessary not later than one (1) week before the day of Tarwiyah.</p> <p>8.13 Any breach of contract shall be meted with appropriate sanctions in accordance with applicable laws.</p> <p>8.14 The winning service provider shall travel to the Philippines at its own expense for the signing of Contract.</p>			
<p>APPROVED BUDGET FOR THE CONTRACT (ABC): SAR 17,500,000.00 SEVENTEEN MILLION FIVE HUNDRED THOUSAND SAUDI RIYAL</p>				


ZAINODEN M. USUDAN
 BAC Chairman

Signature over Printed Name of Representative/Company

Address

Tel. No./Cellphone /Email Address

RFQ 2024-006 PROCUREMENT OF HAJJ SERVICES FOR MASHAER

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