

الرئاسة

مكتب شؤون الحج لدولة نيجيريا

**NIGERIA HAJJ AFFAIRS OFFICE**

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**INVITATION FOR APPLICATION TO PROVIDE PILGRIMS’ ACCOMMODATION FOR NIGERIAN PILGRIMS IN MAKKAH AND MADINAH FOR 2024 (1445AH) HAJJ SEASON**

The Nigeria Hajj Affairs Office invites all interested owners of pilgrims’ accommodation to apply for the provision of pilgrims’ accommodation services to Nigerian pilgrims in Makkah and Madinah for the 2024/1445 AH Hajj season.

1. **Application’s Requirements**
2. Proof of identity of the Company
3. Copy of Commercial registration/license of the company with Saudi Arabia (original to be cited later)
4. Copy of the current membership of the Chamber of Commerce (Original to be cited later).
5. Copy of the valid municipal (Baladiyyah) license specifying the address and place of the company (original to be cited later).
6. Copy of Certificate of the Social Insurance Institute for the year 2024 (1445H) specifying the number of employees registered in the company (Original to be cited later).
7. Proof of previous experience: certificate of satisfactory performance for providing accommodation services for pilgrims in the last 5 (Five) years (certificates of experience and previous housing contracts to be attached). (Original documents will be assessed later).
8. Proof of ownership of the buildings or signed agreement with the original owners and any other supporting documents (copy of the buildings particulars or the valid lease contract with owner and the certificate of accreditation of the competent authorities, with photographs of the buildings) (assets to be matched later).
9. Proof of financial capability:

i) Ability of the company and its capability to render services for **5,000 (five thousand)** pilgrims at a time.

ii) The share capital should not be less than **5,000,000 SAR (Five Million Saudi Riyals)** which must be clearly written on the license of the company.

iii) The company shall also provide its statement of account (in English) for the last three calendar years (in order to clarify the ability of the company to meet its obligations).

**NOTE: that A(i-v) and C (i & ii) above are not applicable to actual owners of building but companies that validly leased building from the owners.**

1. NO company should under any circumstance to alter/change any of the accommodations that was inspected and approved. In the event where the Company does not adhere and changes any of the buildings, Nigeria Hajj Affairs Office shall have the right to void the application submitted even after final approval and report the matter to the relevant Saudi Authorities. All applicants will be required to write a declaration of strict compliance on the company’s letter head. (Format to be provided by Nigeria Hajj Affairs Office)
2. A copy of the certified translation of the documents required should be made in English.

2. **Specifications and Quality of housing required:**

**MAKKAH:**

1. The building must be duly licensed as pilgrims’ accommodation by the relevant Saudi Authorities.
2. The capacity of the building must not be less than 500 beds except for States that have less or where the building is to balance.
3. The distance of the building from haram (holy mosque) should not exceed **2**km. if the distance exceeds 2km radius the company shall provide transportation for the pilgrims to and from the Haram for all the 5 daily prayers at Haram.
4. The dining area in the building must be equipped and sufficient to accommodate the pilgrim capacity residing in the building.
5. The building must be furnished in accordance with the criteria set by the Housing Authority in Saudi Arabia.
6. Adequate lift facilities within the building.
7. ***The proportion of toilets shall be in a maximum of 4 pilgrims to 1 toilet.***
8. The building must have a layout plan authorized by the relevant Saudi Authority.
9. The Nigeria Hajj Affairs Office inspectorate team will conduct routine inspection before final approval of the building.
10. The above specification/requirements are in addition to those condition set by the Pilgrims’ Accommodation Committee and Ministry of Hajj and Umrah.
11. Please note that the rate of each accommodation will be taken on its own merit.

**MADINAH:**

1. In addition to the conditions and specifications mentioned in the specifications for Makkah) above, all buildings should be located in the central area (Al Markazziyyah).
2. The distance of the building to Prophets Mosque should not exceed 500m.
3. **Application Form**
4. The application form shall be obtained from the website of the Commission [https://www.nahcon.gov.ng](https://www.nigeriahajjcom.gov.ng)
5. The application should be filled and submitted through the same website not later than **06/11/2023 by 3.00pm** latest, noting that the site would be closed at the same time.
6. Please note that only shortlisted applicants will be contacted for further necessary action. Meanwhile, Nigeria Hajj Affairs Office reserve the rights to shortlist or disqualified any company whose form is improperly filled or with incomplete documentation.
7. Similarly, companies with issues during the previous years’ Hajj related to its integrity or performance, or failure to fulfill contractual obligation with Nigeria Hajj Affairs Office or shortage in the performance of the services entrusted with them, or with pending investigation matters before the authority, or any matter in court, **need not to apply**.

**NOTE**: ***This application is not intended to create any form of contractual relationship or obligations on the part of Nigeria Hajj Affairs Office. Nigeria Hajj Affairs Office shall not be liable to any applicant for any expenses or loss incurred in connection with the application. In addition, Nigeria Hajj Affairs Office reserves the right to reject Applications if in its opinion, the applicant is found wanting.***

**SIGNED**

**MANAGEMENT**