



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 2025 (1446AH) 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 2025/1446 AH Hajj season.

1) Application's Requirements

- A) Copy of valid Commercial registration/license of the company;
- B) Copy of current membership of the Chamber of Commerce;
- C) Copy of valid municipal (Baladiyyah) license specifying the address of the company;
- D) Copy of current Certificate of Social Insurance Institute specifying the number of employees registered in the company;
- E) Proof of previous experience, certificate of satisfactory performance for providing accommodation services for pilgrims in the last 5 (Five) years, as well as certification from NAHCON that services rendered for the previous years were satisfactory and in line with the extant regulations;
- F) Proof of ownership of the building or signed agreement with the original owners and any other supporting document (copy of the buildings particulars or the valid lease contract with the owner and the certificate of accreditation by the competent authorities, with photographs of the buildings);
- G) Proof of financial capacity, share capital of not less than SR5,000,000 (Five Million Saudi Riyals) and must be clearly written on the license of the company. In addition, the company shall also provide its statement of account with a minimum turnover of SR5,000,000 (Five Million Saudi Riyals) for the last two preceding calendar years (in order to clarify the ability of the company to meet its obligations).;
- H) All applicants are required to write and sign a declaration of strict compliance with the guidelines on their company letter headed paper, the format which would be attached to the contract agreement by the Hajj Affairs Office of Nigeria (NAHCON);
- I) All licensed companies are required to operate in the location where they are registered only;
- J) Original copies of all the above-mentioned documents requested should be made available for sighting when the need arises.
- K) Submit declaration/affidavit stating the personality of directors, indebtedness or otherwise to the commission or other stakeholders.
- L) Certified translated copies of all Arabic documents presented (Company license, accommodation license, agreement, registration documents, bank statements, etc.) in English language;
- M) Soft copy of all information concerning houses and their location as well as the floor plan.

2. Specifications and Quality of Housing Required:

MAKKAH:

The building to be provided shall;

- i. Be duly registered with the Saudi Ministry of Hajj and other relevant Saudi Agencies;
- ii. Be duly licensed for that season as pilgrims' accommodation by the relevant Saudi Authority;
- iii. The authorized capacity of the building should at least be 500 bed spaces and above except for states that have less pilgrims or where the building is for balance. States with less than 500 pilgrims should accommodate them in one building;
- iv. Be situated within two (2) kilometers radius from Haram in Makkah. Where the distance is beyond two (2) kilometers radius, shuttle bus to and from the Haram shall be provided on daily basis at a ratio of one 25-seater bus to 150 pilgrims; in the event of any default, sanction will be applied;
- v. Must have separate floor(s) for women pilgrims;

- vi. The toilet ratio per pilgrim must not exceed four (4) pilgrims per toilet, except where the size of the room can accommodate more than six (6) shall be maximum within the building;
- vii. Be situated in a suitable environment;
- viii. Have adequate kitchen, dining facilities and service area within the building;
- iv. Permit caterers, telecommunication agents to have access to the building and also allow the use of restaurant by the service providers during the subsistence of the contract agreement.
- v. Have standard bedding facilities;
- vi. The mattresses must be clean and the thickness shall not be less than 12cm;
- vii. Have a minimum bed space range of 80cm by 180cm in-between beds;
- viii. Have functional and adequate fire extinguishers in every floor;
- ix. Have functional and adequate elevators (minimum of four elevator) facility within the building;
- x. Have available staircases and emergency exits as required by law;
- xi. Have functional and adequate air conditioners;
- xii. Have first aid kits, safe and adequate water dispensers in every floor;
- xiii. Be accessible by bus and where applicable to Taradudiya route; and
- xiv. Have room identification with its dimensions in meters and record of occupants displayed;
- xv. Have hotel addresses and cards in both Arabic and English.
- xvi. Have refrigerators in each room;
- xvii. Have curtains and wardrobes in each room;
- xviii. Have CCTV System.
- xix. Have Central Public Address System;
- xx. Have facilities for people with disabilities.
- xxi. Have WIFI/internet services in all floors of the building

MADINAH:

- i) 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).
- ii) The distance of the building to Prophets Mosque should not exceed 500m.

N) Application Form

- i) The application form shall be obtained from the website of the Commission <https://www.nahcon.gov.ng>
- ii) The application should be filled and submitted through the same website not later than **30/10/2024 by 3.00pm** latest, noting that the site would be closed at the same time.
- iii) 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.
- iv) 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**