



الرئاسة

# مكتب شؤون الحج لدولة نيجيريا NIGERIA HAJJ AFFAIRS OFFICE

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## **INVITATION FOR APPLICATION TO RENDER CATERING SERVICES TO NIGERIAN PILGRIMS AT MAKKAH, MADINAH, JEDDAH AIRPORT, AND MASHA'ER (MUNA AND ARAFAT) FOR HAJJ 2025/1446AH**

The Nigeria Hajj Affairs Office hereby invites all interested qualified licensed and officially registered companies to provide catering services in the field of preparing, packaging and delivering of nutritious meals for Nigerian pilgrims in Makkah, Madinah, Jeddah Airport and the Holy sites of Muna and Arafat for the 1446AH/2025 Hajj season.

### **1) Application's Requirements:**

Any catering company applying to offer catering/feeding services for pilgrims of State welfare boards/agencies/commissions shall submit the following;

- i) Copy of commercial registration/licence with Saudi Arabia
- ii) Copy of current membership with the Chamber of Commerce
- iii) Copy of current municipal (Baladiyya) licence specifying the address of the company
- iv) Copy of current certificate of the Social Insurance Institute specifying the number of employees registered with the company.
- v) Proof of previous experience, certificate of satisfactory performance for providing accommodation services for pilgrims in the last 3 (three) years, as well as certification from NAHCON that services rendered for the previous years were satisfactory and in line with the extant regulations;
- vi) Proof of ownership or signed agreement with the original owners and the certificate of accreditation by the relevant authorities, with photographs of the kitchen
- vii) Proof of financial capacity, share capital of not less than SR2,000,000 (Two 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 SR2,000,000 (Two Million Saudi Riyals) for the last two preceding calendar years (in order to clarify the ability of the company to meet its obligations).
- viii) Ability of the company to render catering services to at least 3000 pilgrims at a time;
- ix) All applicants will be required to write a declaration of strict compliance on the company's letter headed paper, the format of which would be attached to the contract agreement by the Hajj Affairs Office of Nigeria (NAHCON)
- x) Certified translated copies of all Arabic documents (company licence, kitchen /restaurant licences, registration documents, bank statement etc.) in English language.
- xi) Any other document(s) indicating ownership/Lease of the Kitchen/Restaurant;
- xii) Soft copies of all information concerning Kitchen/restaurant and their locations; and
- xiii) Ensure that maximum of two (2) caterers attached to a kitchen for state with more than 3,000 pilgrims.
- xiv) Comprehensive company profile.
- xv) All applicants shall present original documents for sighting when the need arises.

## 2. Specifications of Kitchens

- i. Must be of international standard and well equipped with modern facilities;
- ii. Must be duly licenced to operate by the Saudi Authority;
- iii. Must be located in a suitable environment; and
- iv. Must be operational.

### 1) 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 and necessary actions. Meanwhile the Nigerian Hajj affairs office reserved the right to shortlist or disqualify 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 to them, or with pending investigation matters before the authority or any matter in court, **need not to apply**.
- 2) **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**