

GUIDELINES/ TERMS AND CONDITIONS FOR HIRING

BUILDINGS, TRANSPORT, CATERING & OTHER SERVICES

FOR HAJJ 1445H/2024



**Office of Pilgrims Affairs Pakistan (OPAP)
Consulate General of Pakistan, Jeddah.**

**Ministry of Religious Affairs & Interfaith Harmony
Government of Pakistan**

Preamble

Hajj is one of the five pillars of Islam and is mandatory, once in a lifetime, for adult Muslims with requisite physical and financial capacity (Sahib-e-Istata't). The hardships of this pilgrimage are unavoidable due to scale and intensity of the activity even though technological advancement has made it easier over the years. Serving Hujjaj is one of the most noble and heavenly duties.

Under the Rules of Business 1973 of the Government of Pakistan, Ministry of Religious Affairs & Interfaith Harmony (MoRA&IH), is mandated with planning for Hujjaj of Pakistan, and endeavors to ensure safe, cost effective and comfortable performance of the Hajj Manasik by the pilgrims.

Office of Pilgrims Affairs Pakistan (OPAP), Jeddah, an attached department, and an operational arm of MoRA&IH, is entrusted with making Hajj arrangements in Saudi Arabia, in line with the policies of Governments of Pakistan and Saudi Arabia, with objectives of *safety, comfort and economy*. In this regard, MoRA&IH has notified Hiring and Procurement Committee assigning it the responsibility for all Hajj related procurements in Saudi Arabia.

Bid Submission & Opening Schedule

<i>S.No.</i>	<i>Bid</i>	<i>Submission Date</i>	<i>Opening Date</i>
1	Makkah Buildings	20-11-2023	20-11-2023
2	Madinah Buildings	20-11-2023	20-11-2023
3	Catering Technical	20-11-2023	20-11-2023
4	Catering Financial	20-11-2023	<i>After completion of technical evaluation</i>
5	Transport Technical	20-11-2023	20-11-2023
6	Transport Financial	20-11-2023	<i>After completion of technical evaluation</i>
7	Other Services	20-11-2023	20-11-2023



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1. General

1.1. Terms and Conditions

- 1.1.1. Office of Pilgrims Affairs Pakistan (OPAP), Consulate General of Pakistan Jeddah, intends to procure various goods and services through this Request for Proposal (RFP), from eligible suppliers, contractors, and service providers, governed by applicable laws and regulations of Pakistan and Saudi Arabia, for Hujjaj arriving from Pakistan under the Government Scheme for Hajj 2024/ 1445H season.
- 1.1.2. This RFP is being issued in English. The interested bidders may, however, obtain an Arabic translation on their own, but OPAP takes no responsibility for any omissions or mistakes in the Arabic translation.
- 1.1.3. Information to be provided by bidders shall be as per various Forms in **Appendix A** and the evaluation criteria for each type of bids may be seen at **Appendix B**. OPAP may hold Prebid conferences, to explain and clarify the bidding process or respond to queries of bidders. OPAP, however, accepts no liability for any omission or failure by the bidder to comprehend or comply with any term and condition mentioned herein or in applicable laws and regulations.
- 1.1.4. Bidders may be asked to make a presentation before the Procurement Committee, on their eligibility, experience, capability, and financial strength to provide the services being procured through this RFP. The presentation and questions to follow may be a major determinant having an overriding effect on the final selection of the bidder for award of the contract.
- 1.1.5. Failure to submit Bid Security (Bankers Cheque) in the prescribed manner shown in **Appendix C** shall result in outright rejection of the bid. Whereas the Bid Security will be returned to unsuccessful bidders after opening of the bids, the same shall be retained in the case of successful bidder as Performance Guarantee for award of contract and shall be returned only after settlement of payments/dues/fines on conclusion of the contract.
- 1.1.6. By submission of bid, the bidder agrees to understand all terms and conditions stated herein and abide by them, and that decision of the OPAP shall be final in this regard. The bidder also declares that all the information provided by the bidder is correct and true, and that any misstatement of any sort shall permanently bar the bidder from offering services to OPAP in future and may result in OPAP's invoking legal action.
- 1.1.7. Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and in the manner, for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at any stage.
- 1.1.8. All bidders must provide all relevant governmental permissions required for providing goods and services under this RFP, as OPAP shall not undertake any efforts or assume responsibility to obtain permissions for the bidders. In the event of contravention of any regulation or any customer complaint the bidder shall bear full legal responsibility.

- 1.1.9. Bids making financial offers for the provision of goods and services must be signed by the owner or legally authorized representative of the entity to make financial offers. Bid shall be deemed to be valid till the completion of business with OPAP. If periodic renewal is due that must be processed and provided to OPAP before the due date.
- 1.1.10. Upon submission of bid by a bidder it will be presumed that he undertakes that no intermediary has been involved and no illegal gratification has been paid by the bidder to any person/ entity. OPAP has no agent, and the interested bidders are informed to directly contact OPAP for all their inquiries and issues.
- 1.1.11. The submission timelines for all the goods and services shall be according to the invitation to bid appearing in the Saudi newspapers and websites of MoRA& IH/ PPRA. Submission of a bid and the receipt issued thereof shall in no way confer any right to a bidder or, obligation upon OPAP for acceptance of the bid.
- 1.1.12. OPAP reserves the right to make amendments/modifications in the RFP or any draft agreement under it until the time of its signing or reject all or any of the bids or proposals at any time prior to acceptance of a bid or proposal.
- 1.1.13. Complaints due to lack of cooperation or any illegal demand by the office staff of OPAP or Consulate General of Pakistan should be immediately brought to the attention of the Director General Hajj. All reports / information shall be treated confidentially.
- 1.1.14. Bidders shall comply with all COVID-19 & Public Health related protocols issued by the Saudi Government.
- 1.1.15. Bids shall be submitted in person or through registered courier services in accordance with the standard bidding document to be collected from the OPAP, Jeddah on any working day, between 0900 hrs. to 1600 hrs., or downloaded from MoRA&IH (<https://mora.gov.pk>), PPRA Pakistan (<https://www.ppra.org.pk>), and Consulate General of Pakistan, Jeddah (<https://parepjeddah.org>) websites.
- 1.1.16. Bids shall be submitted at "Office of Pilgrims Affairs of Pakistan, Consulate General of Pakistan, PO Box 182, Jeddah 21411" and queries with respect to this RFP may be addressed to pchajj2024@gmail.com and Landline 012-6125531 & Cell No: 0563078034.

2. Buildings for Hujjaj at Makkah

2.1. Terms and Conditions

2.1.1. Bids are invited for hiring preferably new and well-maintained buildings in Aziziya and Batha Quresh or adjoining areas from interested bidders by submission of following documents, preferably as soon as possible:

- a) Form A-1
- b) Valid Tasreeh for Hajj 1445H/2024 (with Location Map)
- c) Vakala-Sharia, if applicable
- d) Previously OPAP hiring record if any.
- e) Floor Plan showing number of floors, rooms, bathrooms, and service areas etc.

2.1.2. A building may be considered and inspected in any order. All floors, including rooms and service spaces shall be measured even if the floors are identical. In case of big rooms, Tasreeh shall be adjusted to a maximum of 6 persons per room, and additional space, if available, over and above the Tasreeh capacity or after adjustment, will be used by OPAP for the welfare of Hujjaj such as sector offices, dispensary, food distribution points etc. without any additional cost. In case of hotels issued with a Tasneef (hotel registration permit issued by the Saudi Ministry of Commerce), OPAP shall fix an optimal and mutually agreed capacity considering the hotel's general condition and other factors. However, still the room occupancy should in no case be more than six (6) persons per room. Likewise, bedrooms/washrooms ratio should be 1:1.

2.1.3. In general, a building considered for hiring shall be free from all encumbrances (legal disputes), and shall have facilities/amenities/services including but not limited to electricity, sewage system, big dustbin in every corridor each for 5 rooms, daily cleaning and trash removal from dustbins, water dispensers on each floor with free drinking water, lifts as per prescribed capacity/passengers, proper dining area along with chairs and tables to accommodate at least 1/3 of the Hujjaj of Tasreeh capacity at any given time, lobby with TV facility, Kitchen area, Prayer Area with prayer mats available in the building, working air-conditioning system, water storage reservoir of a sufficient capacity, beds/mattresses in a tidy condition, standby power arrangements (generator), free internet/Wi-Fi connectivity in a manner that seamless broadband access to internet is available in the whole building (1 Gbps/300Mbps speed for FTTH and 300Mbps/50Mbps speed for Wireless connections), housekeeping services including toiletry, bedsheet and pillow cover change every week, "building Haris" available on 24/7 basis, Telephone landline at reception, CCTV Cameras surveillance (at entrance, dining hall, prayer area, lobby and all corridors), Parking for Hujjaj transport, Accessibility for differently abled pilgrims, Disaster Management equipment (Fire Extinguisher, Emergency Exit, Standby Power Supply) and COVID-19 & Public Health regulations compliance.

2.1.4. OPAP shall evaluate the building based on Location, General Condition of the building, and the features highlighted in the previous paragraph.

2.1.5. In the event the building does not have an equal number of rooms and bathrooms, accommodation capacity greater than the number of bathrooms shall be dispensed with.

- 2.1.6. The amount of SAR 200/ shall be deducted from the total payment and bifurcated into SAR 50/ for Gift for a pilgrim on behalf of the building owner and SAR 150/ as a guarantee to meet any shortcoming on part of the contractor during stay of pilgrims.

2.2. Bid Submission

- 2.2.1. Bids shall be submitted in the prescribed manner as soon as possible in a sealed envelope titled "Bid for Makkah Building".

3. Buildings for Hujjaj at Madinah

3.1. Terms & Conditions

- 3.1.1. Bids are invited for hiring buildings/hotels for pre and post or full hajj seasons in Markazia (preferably), and non-Markazia by submitting following documents:
- a) Form A-2
 - b) Valid Tasreeh for Hajj 1445H/2024, along with Location Map
 - c) Vakala-Sharia, if applicable.
 - d) Previously OPAP hiring record, if any.
 - e) Floor Plan showing number of floors, rooms, bathrooms, and service areas.
 - f) proof of their ownership or agreement with the owners of the same. (title deed, lease deed or MOU duly attested by the Ministry of Hajj)
- 3.1.2. In general, a building/hotel considered for hiring shall be free from all encumbrances (legal disputes), and shall have facilities/amenities/services including but not limited to electricity, sewage system, daily cleaning and trash removal, water dispensers on each floor with free drinking water, lifts as per prescribed capacity/passengers, proper dining area proportionate to Hujjaj allocated along with chairs and tables, lobby with TV facility, working air-conditioning system, beds/mattresses in tidy condition and as per Tasreeh, standby power arrangements (generator), free internet/Wi-Fi connectivity in a manner that seamless broadband access to internet is available in the whole building (1 Gbps/300Mbps speed for FTTH and 300Mbps/50Mbps speed for Wireless connections), housekeeping services, accessibility for differently abled pilgrims, Disaster Management equipment (Fire Extinguisher, Emergency Exit, Standby Power Supply) and COVID-19 & Public Health regulations compliance.
- 3.1.3. OPAP shall evaluate the bids based on Location, General Condition, and availability, as *per flight schedule*, of the hotels offered, and the features highlighted in the previous paragraph.
- 3.1.4. Allocation of Hujjaj to the bidders shall be made strictly as per approved Tasreeh, based on their registered capacity, flight schedule to be announced by the Government of Pakistan, and performance of Accommodation Groups in the last hajj seasons.
- 3.1.5. In the event of failure to provide accommodations as agreed or non-acceptance of alternative buildings by the OPAP, fresh accommodations shall be hired from market at the expense of defaulting bidder in addition to imposition of penalty which may be up to SAR.400/- for each short bed per Cycle.

3.1.6. The bidder shall provide a proportionate area of the mezzanine, restaurant or dining hall of the hotel, or complete food service area in case total building is hired, to OPAP's approved catering companies for supply and distribution of food to Hujjaj staying in the building at no additional cost. In case of failure to such effect, the OPAP may impose fine in addition to deduction of total payment of unserved meals in the building / hotel.

3.2. Bid Submission

3.2.1. Bids shall be submitted in a sealed envelope titled "Financial Bid" which shall contain rates quoted for complete "Hajj season" (1st Dhulqadah, 1445H to 15th Muharram 1446H) with and without Fatrah al har, and pre- and post- hajj Fatrah-Wise, different, or uniform rates.

3.2.2. Rates may further be quoted for full-board services (accommodation plus catering services). However, the catering facilities will be evaluated against the laid down criteria.

4. Catering Services in Makkah and Madinah

4.1. Terms & Conditions

4.1.1. Bids are invited for catering services (food and beverages) from eligible proprietors of establishments (Moassassah) / companies (shirkah) or their duly authorized representatives by submitting following documents:

- a) Form A-3
- b) Valid Tasreeh for Hajj 1445H/2024, along with Location Map
- c) Vakala-Sharia, if applicable.
- d) Previously OPAP hiring record, if any.
- e) Sijil Tijari:
- f) Baldia Certificates
- g) Civil Defense Certificates
- h) Evidence of at least 3 years' experience in catering sector and working with at least 3,000 Hujjaj on average during past Hajj Seasons but does not include Provision of food to Hujjaj in Masha'ir catering.
- i) Registration with Saudi Ministry of Health and the Municipalities of Makkah or Madinah, and other relevant agencies.
- j) All operational permissions/licenses from all the relevant Saudi governmental agencies.
- k) Proof of two (2) Pakistani chefs with relevant experience in Pakistani cuisine.
- l) Proof of financial position & appropriate managerial and logistics capability, and any other factor that the procuring agency may deem relevant.

4.1.2. Bidders shall prepare/arrange, deliver, distribute, and serve food and beverages as per Menu at **Annex-A** in sufficient quantity in designated buildings / hotels at Makkah and Madinah as per prescribed procedure through their delivery fleet for distribution. They shall also arrange to clean the premises during and after dining by Hujjaj. The eligible bidder shall preferably have their own Makhbaz (Tandoor) for Roti and, capacity to deliver Roti/Khubz in proper hot boxes.

- 4.1.3. OPAP shall evaluate the bid based on Location, General Condition, Capacity, Scale and Facilities of the Kitchen, and the features highlighted in the previous paragraph.

4.2. Bid Submission

- 4.2.1. Bids shall be submitted in a sealed envelope containing two more sealed envelopes titled “Technical Bid” and “Financial Bid”.
- 4.2.2. The Technical Bid envelope shall contain all the documents demonstrating the eligibility, experience, and capability of the bidder.
- 4.2.3. The Financial Bid envelope shall contain demand for pilgrim quota in multiples of thousand and indicate price per meal per haji per diem. The Financial Bid envelope shall also contain Bid Security equivalent to 5% of the Bid amount.

5. Transport Services

5.1. Terms & Conditions

- 5.1.1. Bids are invited for transport services (Salawat, intercity, and Mashair) from eligible transport companies or their duly authorized representatives by submitting following documents:
- a) Form A-4
 - b) Valid Tasreeh for Hajj 1445H/2024, along with Location Map
 - c) Evidence to work in at least 3 Hajj operations.
 - d) Evidence to serve at least 50,000 Hujjaj per Hajj Season on average.
 - e) Ownership of at least 500 buses of 2016 and above/recent model years.
 - f) Registration with Naqaba tus Sayyaraat and other relevant agencies as per law.
 - g) Specifications of buses / equipment etc
 - h) Proof of HR, equipment, and workshop.
 - i) Proof of financial capacity & appropriate managerial capability.
 - j) License(s) to handle and supply buses from all concerned authorities in consonance with the laws of the Kingdom and specifically the Ministry of Hajj, KSA for Hajj 2024.
 - k) Proof/undertaking that the company will be able to secure sufficient bus stops near Haram to pick and drop Pakistani Hujjaj.
- 5.1.2. Bidders shall provide round the clock transport services through state-of-the-art buses from Haram to pilgrim residential buildings in Aziziya and Batha Quresh or adjoining areas in Makkah (Salawat Transport) and between Jeddah, Makkah and Madina (intercity) as well as between Minna-Arafat-Muzdalifa (Mashair) and Madinah Salawat Transport for approximately 90,000 pilgrims as per their arrival/exit schedule.
- 5.1.3. OPAP shall evaluate the services based on the features highlighted in the previous paragraph.

5.2. Bid Submission

- 5.2.1. Bids shall be submitted in a sealed envelope containing two more sealed envelopes titled “Technical Bid” and “Financial Bid”.

- 5.2.2. The Technical Bid envelope shall contain all the documents demonstrating the eligibility, experience, and capability of the bidder.
- 5.2.3. The Financial Bid envelope shall contain offer on **per haji** and **per bus** rate separately for Salawat Transportation. It will be the choice of OPAP to go for either of the options keeping in view the operational convenience of Hujjaj as well as cost of the service.
- 5.2.4. The Financial Bid envelope shall also contain Bid Security equivalent to 10% of the Bid amount.

6. Other Services

6.1. OPAP Offices/Camps at Mina and Arafat

6.1.1. Bids are invited from bidder(s) with a valid license to operate in, and access Masha'ir during hajj days, for setting up fully functional offices/camps in Mashair on turn-key basis for the establishment of Main Control Office, Inquiry offices, and temporary residences for Hajj Mission Staff, according to the space availability. The tentative requirements, sizes, quantities for Mina/Arafat Offices/Camps during Hajj 2024 are as under:

- a) Mina – 1 Office establishment shall include but may not be limited to setting up of Office (4m*12m*3m depending upon allocation of space) with following requirements:
 - i) Installation of electric meter, laying of main cable, main switch, earth leakage, distribution board etc., as per load requirement and approval of Difa-al-Madni (Civil Defence).
 - ii) Gypsum Board, sliding Aluminum Door (1m*2m), with front fixed glass (minimum thickness 7/8 mm) window (6m*1.5m) with partition and six holes (25cm*25cm) ceramic tiles (50cm*50cm) on the floor.
 - iii) Floor tile work (4m*12m*3m depending upon allocation of space), if required
 - iv) 24 Counter Tables (size 1m*0.70m) (10 Front, 8 Rear, 6 Folding small)
 - v) 30 office chairs with arm, steel frame with leather
 - vi) 20 plastic dustbins small
 - vii) Installation of one LCD (50' or above) with dish and receiver
 - viii) Provisioning of 1 dish and receiver
 - ix) Provision and Installation of two AC (50,000 btu) (Cabinet type)
 - x) Provision of 5 telephone landlines, two Fiber FTTH Internet lines (1Gbps Download/300 Mbps Upload Speeds)/ two Wireless Internet connections (With 300 Mbps Download/50 Mbps Upload Speed)
 - xi) Installation of 2 LED lights (300W)
 - xii) Installation of new electricity meter 200A for ACs with Cable
 - xiii) Installation of electric Sign Boards (1*0.40 m);
 - xiv) Information Desk
 - xv) Complaints Desk
 - xvi) Lost and Found Desk
 - xvii) Death & Disease Desk
 - xviii) Desk for Guidance of Hujjaj

- b) Mina – 2 (Office)
 - i) Floor tile work (4m*4m depending upon), if required
 - ii) Provision of Two Telephone Lines, one Wireless Internet Connection (300 Mbps/50 Mbps speed)
 - iii) Provision of 12 office chairs with arm, steel frame with leather
 - iv) 2small plastic dustbins
 - v) Installation of LED light (300W) if required.
- c) Mina (1, 2 & 3) Camps will comprise approximately 60 camps in Mina 1&2 offices, with each camp around 4m*4m in area, meeting following requirements:
 - i) Cleaning of the whole premises of Tents and its washing
 - ii) Installation of New Carpets (for 60 Camps of size 4x4 meters), on rent
 - iii) Repair and Cleaning of the Washrooms, before Arrival of Hajj Mission Staff, each hour during their stay, and after Departure of the Hajj Mission Staff
 - iv) A janitorial workforce of 6 persons should remain available for cleanliness etc.,round the clock (24/7) in all three areas.
 - v) Installation of 30 split ACs (1800 BTU). 20 units shall be provided by OPAP while remaining shall be arranged by the bidder.
- d) Establishment of Camps for Duty Staff; following six supplies on rental basis:
 - i) 1000 Mattresses (70 cm*180 cm*12cm) good condition
 - ii) 1000 New Pillows new Bed Sheets (1500)
 - iii) 100 plastic Water Coolers (large size) with stands filled with cold drinking water
 - iv) 30 Plastic Dust Bins (large size)
 - v) Ice (in Cubes) during stay at Mina and it should be available in the store round the clock, on need basis.
 - vi) Provision of Deep Freezers (full size)10 Nos
- e) Arafaat Camp Arrangement, like Mina, in two plots allotted to Pakistan Hajj Mission in Arafat by establishing Main Control Office, Inquiry offices, and temporary stay of Hajj Mission Staff during Mashair Move, with following tentative requirements:
 - i) Provision and Installation of 2-4 Fireproof Marquees of sizes proportion to allocated space i.e.approx. (10 *25), (10 *15) & (40*30) meters.
 - ii) New Carpets in accordance with size and number of Tents, on rent
 - iii) Air conditioners Split Unit (in working condition), on rent, as per following requirement:
 - iv) Tents size 4x4 meters - 01, Tents size 4x8 meters - 02, Tents size 8x8 meters - 04
 - v) Electricity Power Back-up Generator, Minimum 270—300 KW in each Camp, on rent
 - vi) Electric Work with Main Board (according to instructions of Difah al-Madani)
 - vii) Earth Leakage Switch
 - viii) Earth leakage points
 - ix) Main Switch Complete
 - x) Gates, as required by Difah-e-Madani
 - xi) One Main Gates iron made (3m*3m)
 - xii) 8-10 wooden Emergency Gates (1.5*1.5m OR 2*2m) Red Color

- xiii) Setting up of Segregating Boundary Walls for plots, as required by Difah-e-Madani
- xiv) Preparation and Facilities to be provided
- xv) Cleanliness and Leveling of the plot (Before entry and after exit of Hajj Mission Staff)
- xvi) Cleaning, necessary repairs and preparation of the Washrooms, before entry of Hajj Mission Staff, every hour during Stay, and after Departure of the Hajj Mission Staff
- xvii) The maintenance and cleaning staff should remain available for maintenance and cleanliness of the tents round the clock with technical staff 24/7, six (06) persons in each Camp.
- xviii) Filling of 50 Fire Extinguishers (Powder filled)
- xix) Bottled Water (chilled) as per our requirements with Deep Freezer
- xx) 30 plastic Dust Bins large, on rent

6.2. Airport offices and Dispensary

6.2.1. Bids are invited from bidders with a valid license to operate in and access Jeddah Airport premises for setting up fully functional offices as follows:

- a) For Airport In charge
 - i) 01 landline
 - ii) 01 Wall Clock
 - iii) 2 Office Neon Sign Boards
 - iv) 2 Dispensary Neon Signs
 - v) 1 Notice Board
- b) For Shift In-Charge
 - i) 12 visitor chairs (steel frame and leather)
 - ii) 01 Phone landline
 - iii) Availability of 08 bottle of drinking water per day (20 Lt)
- c) For HOAP Office, Jeddah
 - i) 01 Large table with side table,
 - ii) 01 Phone landline
- d) Dispensary at Hajj Terminal Jeddah
 - i) 01 Medium table with Side table
 - ii) 01 Telephone line with set
 - iii) 01 Fridge (Medium size for medicines)
 - iv) 2 white bed sheets and one pillow

6.3. Furniture for Offices and Dispensaries

6.3.1. Bids are invited from eligible bidders for the following furniture and equipment to establish almost 10 sector offices and 25 sub-sector offices in various buildings of Hujjaj in Makkah and Madinah.

- a) One (01) Medium table with side table (100cm*140cm)

- b) 2 small tables (80cm*120cm)
- c) One revolving chair
- d) 2 chairs (steel frame and leather)
- e) 8 Visiting Chairs Plastic with Steel Frame
- f) 1 small plastic dustbin
- g) One white board (1.20m*1.20m)
- h) One telephone landline
- i) One Internet connection (300 Mbps/50 Mbps)

6.4. Furniture for medical dispensaries

6.4.1. Bids are invited for following furniture and equipment from bidders with a valid license to operate in Makkah Al Mukarramah & Madinah Munawwarah for each of the 9 medical dispensaries to be established in Makkah and Madinah.

a)	Table for Doctors	02	For Director Medical Office	
b)	Table for Dispensers	02		
c)	Chair for Doctors	02	n) Centre Table Set	01
d)	Chair for Dispensers		For Outpatient Department	
	02Patient Stools	02		
e)	Drip Stand	01	o) Tables	06
f)	Examination Couch	02	p) Revolving Chairs	06
g)	Patients Separator Curtain	01	q) Water Dispensers	02
h)	Cupboard for Medicines	02	r) Insect Killers for Main Hospital	10
i)	Waste bins	04	For Waiting Area	
j)	Waiting Chairs for patients	06		
k)	CCTV Cameras	04	s) Chairs for Hujjaj	50
l)	DDR	01		
m)	LCD	01		

6.5. Bus Drop Point Sheds

6.5.1. Bids are invited from bidders with a valid license to operate in Makkah Mukarramah to establish stops/sheds (4 m X 10 m & 3 m x 5m) made of Iron with Canvas or Fiber roof for approximately 6 Bus Drop Points, along with 10 plastic chairs in each Bus Shed and drinking water arrangements at Bus Drop Points for Salawat transport facility to Hujjaj.

6.6. Gift Pack for Hujjaj

6.6.1. Bids are invited from eligible suppliers for gifts as provided below for 90,000 Hujjaj, to be distributed in a parachute bag package at the buildings of Hujjaj in Makkah Mukarramah.

- a) Prayer Mats: customized design (700 x 115 cm) weight: (700 grams) composition: minimum 25-30% cotton and 70-75% polyester (variations up to 5% are acceptable)
- b) Muzdalifah Mats: customized design, (140 x 200 cm) weight: (1750 grams) composition: 20-25% cotton, 70-75% polyester, 5% acrylic (variations up to 5% are acceptable).

6.6.2. Bidder will have to submit a sample of each item along with their bid and provide a certificate regarding specifications of the items. OPAP, *at its discretion*, may randomly select up to 5 samples of each item for laboratory test of its own choice, if required.

6.7. 4/6/10 ton trucks for inter-city cargo transportation

6.7.1. Bids are invited from bidders with legal licenses/permits having undermentioned carrier vehicles (Trucks) with the permission and ability to carry cargo on following routes:

Route	Truck (Tons)
Makkah – Jeddah	4
Jeddah – Makkah	6-8
(Price for one way trip)	10-14
Makkah – Madinah	4
Madinah – Makkah	6-8
(Price for one way trip)	10-14
Madinah airport - Madinah building	4
Madinah building – Madinah airport	6-8
(price for one way trip)	10-14
Jeddah airport – Madinah building	4
Madinah building - Jeddah airport	6-8
(price for one way trip)	10-14

6.7.2. The vehicles will be hired as per requirement at various buildings/hotels in Makkah and Madinah or at airports. The carriage rent includes fuel, loading, unloading, driver, tools, traffic violations, accidents, driver's health, insurance, and all other costs including any taxes/duties/tolls/fees/cesses/levies etc.

6.7.3. Completion of all legal requirements shall be the responsibility of the service providing company at its own cost. Office of Pilgrim Affairs of Pakistan will take no responsibility or make no payment other than the agreed daily rent and that shall be based on actual use / number of sorties made.

6.8. Temporary Human Resource

6.8.1. Bids are invited for services of companies with legally permitted workers of Pakistani origin with valid Iqamas of the holy cities and well conversant with Makkah Mukarramah and Madinah Munawwarah and preferably able to speak Arabic/ English and Urdu, for Temporary Employment of about fifteen hundred (1500) local based employees to perform different duties (Hujjaj facilitation with accommodation, catering and transportation etc) during Hajj Season 2024 (1445 H).

6.9. Lifting and disposal of garbage

6.9.1. Bids are invited for services of a company for transferring the food waste at least two times a day, resulting from pilgrims in-house catering to waste disposal site for approximately 200

buildings hired in Aziziya and Batha Quraish or other places in Makkah Mukarramah, from legally authorized Saudi Nationals/Owners of the companies, with requisite experience and necessary wherewithal. The following information must be submitted in the bid:

- a) Details of vehicles and their kind/size
- b) Details of equipment available
- c) Details of personnel
- d) Details of previous experience
- e) Any experience with OPAP
- f) Description of how the bidder shall carry out operations.

6.9.2. The bidder shall offer the lumpsum cost for complete hajj operation, i.e., from 1st Dhu'l-Qadah, 1445H to 15th Muharram, 1445H, and submit 10% bid security with his bid.

6.10. Rent-a-Car Service for Makkah and Madinah

6.10.1. Bids are invited for services of a Rent a Car Company for under-mentioned category vehicles to be hired on a daily rent basis or on time and distance covered basis for Makkah and Madinah. The rent includes fuel and cost of drivers per vehicle for twenty-four hours duty (twelve hours each driver):

Wagons	7 seaters (Large)	5 seaters (Small)	4-Seater
Coaster, Toyota HiAce / Hi Roof	H-I, Diesel Staria / Starex, Prado	Innova, Fortuner, Hilux/ Pick-Up Double/Single Cabin	Camry, Sonata, Civic, Corolla, Yaris, Elantra

6.10.2. Repairs & maintenance of vehicles, traffic violations/accidents, drivers' health, insurance, and legal requirements shall be the responsibility of the service providing company at its own cost. Office of Pilgrim Affairs of Pakistan will take no responsibility or make no payment other than the agreed daily rent for the twenty-four hours daily utilization. Monthly (per mensem) rent and Daily (per diem) rent both with or without fuel, with one, two or no drivers may also be mentioned.

6.10.3. The bidder shall deposit Bid security amounting to SR 100,000/- for Makkah and SR 50,000/- for Madinah with the bid.

6.11. Installation of Camera Systems

6.11.1. Bids are invited for supply, installation, testing, commissioning, and maintenance of CCTV Surveillance system including IP based high resolution night vision CCTV Cameras, NVRs (with hard drive), Video Storage, Network Switches, LED TV Displays, cabling and allied equipment for MCO/Sub Office at OPAP Offices in Mina & Arafat during Mashair days Hajj-2024/1445H. Bidder must have supplied this equipment to at least 3 organizations during the last three years.

6.12. Internet/Wi-Fi services

6.12.1. Bids are invited from authorized telecommunication companies for Mobile telephone services and unlimited internet access through Wi-Fi (1Gbps/300Mbps in case of FTTH Fiber and 300 Mbps/50 Mbps in case of Wireless Internet), in Makkah and Madinah during the hajj season for officials of the Pak Hajj Mission, and for Hujjaj during their stay in hotels/buildings.

6.13. IT Equipment

6.13.1. Bids are invited from the companies for the underlisted IT equipment for Hajj Operation-2024 (1445 H). The per unit rates should include packing, delivery, installation (if required) and all auxiliary expenses for delivery at the OPAP offices in Jeddah, Makkah, and Madinah. The required IT Equipment details are listed below at **Annex-D**.

6.14. Office Stationery and Miscellaneous Items

6.14.1. Bids are invited for stationery items (as per **Annex- B**) from registered companies for Hajj Operation, Hajj-2024 (1445 H). The quoted rates should include the costs of packing and auxiliary expenses for delivery at the OPAP offices in Jeddah, Makkah, and Madinah.

6.15. Office Furniture and Fixture

6.15.1. Bids are invited for underlisted furniture and fixture items from registered companies, for Hajj Operation, Hajj-2024 (1445 H). The quoted rates should factor in all auxiliary expenses for packing, installation (if required) and delivery at the OPAP offices in Jeddah, Makkah, and Madinah.

S. No.	Item	Description	Quantity
1	Complete Table Set (Executive)	Steel frame with wood top or complete wood only	Per Unit Rate
2	Revolving Chair	Steel frame with leather seat etc	Per Unit Rate
3	Office Table	Steel table (80cm*120cm),	Per Unit Rate
4	Office Chair	Steel frame with leather seat etc	Per Unit Rate

6.16. Printing Works and Sign Boards

6.16.1. Bids are invited for Pana-flex signs and Sign Boards for buildings/ information as per detail at **Annex-C**, and printing of Stickers, information materials: Pana flex maps, Pakistani flags and printed materials, Stickers for Buildings/Vehicles, Feed-back proformas, and Maps as per the details to be collected from the Office of Pilgrims Affairs of Pakistan during office hours on any working day.

6.17. Wheelchairs and accessories

6.17.1. Bids are invited for Manual wheelchairs of standard size and accessories for Hajj Operation Hajj 2024 (1445 H) as per below description:

S.NO.	ITEM	Description	Per unit rate
1.	Wheelchair	Manual - Made in China	
2.	Wheelchair Tyres	Tyres with Stand	



Appendix- A: FORMS TO BE FILLED BY BIDDERS



FORM A-1: ACCOMMODATION-MAKKAH MUKARRAMAH**Building
Name:**اسم
المبنى:**Owner/Mustajir/
Mustasmir:**اسم مالك/
مستأجر/مستثمر

Location/ Address	Tasreeh No	No. of Beds	No. of Rooms	No. of Wash rooms	No. of Lifts with Capacity	Restauran t seating capacity	Prayer Area	Parking Area	Lobby Area	Laundry Area
الموقع	رقم تصريح	عدد سرير	عدد الغرف	عدد الحمامات	عدد المصاعد	سعة جلوس المطعم	المصلى	منطقة انتظار السيارات	منطقة البهو	مغسلة منطقة

FINANCIAL OFFER**Per Bed Rate for complete Hajj Season**

معدل السرير لكامل موسم الحج (بالريال السعودي)

SAR: _____**Undertaking/Affidavit:**

I hereby undertake that all the above information is true to the best of my knowledge, and misrepresentation, concealment of facts and disinformation shall disqualify me from the current and future procurements of OPAP. I also agree with, the terms and conditions of the RFP and, with those printed overleaf, and authorize OPAP to impose any fine proportionate to defaulting part of the services to be retained from the security deposit (SR 150) or approach Saudi Hajj Ministry for withholding equivalent amount from e-Hajj payments until final settlement by the Hajj Ministry. The non-performance of any of above commitments may also invoke legal action against the undersigned.

أتعهد وأقر بموجب هذا أن جميع المعلومات الواردة أعلاه صحيحة على حد علمي، وأن التضليل، وإخفاء الحقائق والمعلومات الخاطئة ستؤدي إلى استبعادني من المشتريات الحالية والمستقبلية لـ OPAP. أوافق أيضاً على الشروط والأحكام المذكورة في طلب الاقتراح (RFP) وتلك المطبوعة على الجهة الخلفية، وأفوض OPAP بفرض أي غرامة تتناسب الجزء المخالف من الخدمات التي ستحتفظ بها من الودائع الأمنية (SR 150) أو التوجه إلى وزارة الحج السعودية لحجب مبلغ مكافئ من مدفوعات الحج الإلكترونية حتى التسوية النهائية من قبل وزارة الحج. قد يؤدي عدم تنفيذ أي من التزامات أعلاه إلى اتخاذ إجراءات قانونية ضد الموقع أدناه.

Name _____

اسم

Signature _____

توقيع

Cell No. _____

جوال

Email _____

بريد إلكتروني

Address: _____

محل وقوع عنوان

SPECIFIC TERMS AND CONDITIONS

I shall abide by the laws, rules and regulations of Pakistan and Saudi Arabia applicable to this procurement, and ensure that the building offered is thoroughly cleaned, disinfected, sanitized, and repainted, and is ready in all aspects for the Hajj Season 2024 (1445 H) along with following:

- Fully functional air conditioning system. Any dysfunctional Air Conditioner functioning poorly shall be immediately replaced.
- Each room with beds of size 90x190, 90x200, 100x 200 good quality mattresses of commensurate size and a minimum thickness between 20cm and 27 cm, pure cotton bed sheets, one almirah/wardrobe, clothes-hanger, and dust bins as per room capacity, with bedsheets to be changed every 5th day, by the owner, and standard soap bar/toiletry to be replenished in each washroom every 3rd day.
- Drinking water dispenser on each floor or chilled bottled mineral water, large refrigerators on every floor equivalent to the capacity of beds on the floor, and a small refrigerator in each room, and laundry facility on each floor or in some other suitable area with 1 washing machine for 35pp, preferably separately for males and females.
- A prayer room, dining area, *with tables and chairs*, and decent lobby area (with 55" TV facility with live Haramain transmission) equivalent to at least *one third* of the bed capacity in the building, with Wi-Fi with specifications (FTTH Fiber1Gbps download/300Mbps upload speed) on each floor or in a such manner that unlimited internet can be accessed in any area of the building seamlessly (one connection for not more than 100 users.)
- Water reservoir to cater the capacity of the building along with functional pressure pump, alternate power back up and uninterrupted power supply arrangements, lifts in the ratio of one lift (min 6 pax) for every 200 persons occupying the building.
- Urdu/English speaking Haaris available on 24/7 basis and sufficient janitorial and housekeeping staff to clean the building and remove the trash on daily basis.
- A dedicated space to establish an office for building in charge from Hajj Mission and temporary stay for Salawat transport drivers.
- Parking space for the Bus service for transporting pilgrims for prayers in Harm, accessibility for the differently abled persons, and all the safety gear in compliance with Civil Defence Safety regulations, Disaster Management and COVID-19 preventive measures.

الشروط والأحكام الخاصة

سألتزم بالقوانين والقواعد واللوائح في باكستان والمملكة العربية السعودية المتعلقة بهذا الاقتناء، وأؤكد من أن المبنى المعروض تم تنظيفه وتطهيره وتعقيمه وإعادة طلائه بالكامل، وهو جاهز من جميع الجوانب لموسم الحج 2024 (1445 هـ) مع ما يلي: (أ) نظام تكييف الهواء يعمل بكامل طاقته. يجب استبدال أي مكيف هواء لا يعمل بشكل جيد على الفور. (ب) كل غرفة مزودة بأسرة بحجم 19090x، 20090x، 100x200 ومرااتب ذات جودة جيدة بحجم متناسق وسمك يتراوح بين 20 سم و 27 سم، وأوراق سرير من القطن الخالص، وخزانة ملابس/خزانة، وشماعة ملابس، وصناديق قمامة حسب سعة الغرفة، مع تغيير الأوراق كل خامس يوم، من قبل المالك، وإعادة تجديد صابون/أدوات النظافة في كل حمام كل ثالث يوم. (ج) صراف ماء شرب على كل طابق أو ماء معدني مبرد في زجاجات، ثلاثيات كبيرة على كل طابق تعادل سعة الأسرة على الطابق، وثلاجة صغيرة في كل غرفة، وخدمة غسيل الملابس على كل طابق أو في منطقة مناسبة أخرى مع عدد في تناسب 1/35 الغسالات/الحجاج، يفضل أن تكون منفصلة للذكور والإناث. (د) غرفة صلاة، منطقة لتناول الطعام، مع طاولات وكراسي، ومنطقة استقبال لائقة (مع تجهيزات تلفزيون 55 بوصة مع بث حي للحرمين) تعادل على الأقل ثلث سعة الأسرة في المبنى، مع بالمواصفات (FTTH Fiber1Gbps download/300Mbps upload speed) على كل طابق أو بطريقة تتيح الوصول إلى الإنترنت بلا حدود في أي منطقة من المبنى بسلاسة (اتصال واحد لكل 100 مستخدم على الأكثر) (هـ) خزان ماء لتغطية سعة المبنى إلى جانب نظام ضخ ضغط فعال، نظام احتياطي لتوليد الطاقة وترتيبات لتزويد الطاقة دون انقطاع، مساعد بنسبة مصعد واحد (6 أشخاص كحد أدنى) لكل 200 شخص يُقيمون في المبنى. (و) حارس يتحدث الأوردية/الإنجليزية متوفر على أساس 7/24 وموظفين كافيين للخدمات الصحية والتدبير المنزلي لتنظيف المبنى وإزالة القمامة يومياً. (ز) مكان مخصص لإقامة مكتب لمدير المبنى من بعثة الحج وإقامة مؤقتة لسائقي نقل الصلوات. (ح) مكان لوقوف الحافلات لنقل الحجاج للصلاة في الحرم، إمكانية الوصول للأشخاص ذوي الإعاقة، وجميع معدات السلامة بما يتوافق مع قواعد الدفاع المدني، إدارة الكوارث والإجراءات الوقائية من كوفيد-19.

FORM A-2: (HOTELS/BUILDINGS-MADINAH MUNAWARA)

Group Name: _____ اسم مجموعه Owner/Mustajir/ Mustasmir: _____ اسم مالك/ مستأجر/ مستثمر

S. No	Hotel Name	Star Category/Tasneef	Location (Mark/Non-Markazia)	Tasreeh No	No. of Beds	No. of Rooms	No. of Wash rooms	No. of Lifts	Restaurant Seating Capacity
رقم	اسم الفندق	التصنيف النجمي	(مركزي / غير مركزي)	رقم التصريح	عدد الأسرة	عدد الغرف	عدد دورات المياه	عدد المصاعد	المطعم مع عدد الكراسي
1.									
2.									
3.									
4.									
5.									
6.									
7.									

FINANCIAL OFFER

Uniform rate (pre & Post Hajj Seasons)	Complete Hotel for Full Hajj Season	Complete Hotel for Hajj season except Fatra Al-Har	Short Stay (4 to 5 days-from 14 th Zil-Hajj to 19 th Zil-Hajj)	Separate rate for each fatrah معدل منفصل لكل فترة		
معدل موحد (قبل وبعد موسم الحج)	المبنى كامل لموسم الحج بالكامل	المبنى كامل لموسم الحج باستثناء فترة الحر	الإقامة القصيرة (4 إلى 5 أيام - من 14 ذو الحجة إلى 19 ذو الحجة)	فتره اول		موسم اول
				فتره ثاني		
				فتره ثالث		موسم ثاني
				فتره أربع		
				فتره خامس		

By appending my signature infra, I hereby aver to abide by all general and specific conditions of this housing procurement as laid out in the RFP document of Pakistan Hajj 1445 procurement and all those printed overleaf.

Name _____ اسم Signature _____ توقيع
 Cell No. _____ جوال Email _____ بريد إلكتروني
 Address: _____ محل وقوع عنوان

UNDERTAKING/AFFIDAVIT:

I hereby undertake that all the above information is true to the best of my knowledge, and that any misrepresentation, concealment of facts/information shall disqualify me for the current and future procurements of OPAP. I also hereby agree with, the terms and conditions of RFP and, with those on the back of this form and authorize OPAP to impose any fine proportionate to defaulting portion of the services to be retained from the security deposit or approach Saudi Hajj Ministry for withholding equivalent amount from e-Hajj payments until final settlement of matter by the Hajj Ministry. The non-performance of any of above commitments may also invoke legal action against the undersigned.

أتعهد بموجب هذا بأن جميع المعلومات المذكورة أعلاه صحيحة على حد علمي، وأن أي تحريف أو إخفاء للحقائق/المعلومات سيؤدي إلى استبعادني من المشتريات الحالية والمستقبلية لبعثته حج باكستان. أوافق أيضًا بموجب هذا على شروط وأحكام طلب تقديم العروض، ومع تلك الموجودة في الجزء الخلفي من هذا النموذج، وأفوض بعثته حج باكستان بفرض أي غرامة تتناسب مع الجزء المتخلف من الخدمات التي سيتم الاحتفاظ بها من وديعة التأمين أو التواصل مع وزارة الحج السعودية للحجب مبلغ معادل من مدفوعات الحج الإلكترونية حتى التسوية النهائية للمسألة من قبل وزارة الحج. إن عدم الوفاء بأي من الالتزامات المذكورة أعلاه قد يؤدي أيضًا إلى اتخاذ إجراءات قانونية ضد الموقع أدناه

SPECIFIC TERMS AND CONDITIONS

I shall abide by the laws, rules and regulations of Pakistan and Saudi Arabia applicable to this procurement, and ensure that the hotel offered is thoroughly cleaned, disinfected, sanitized, refurbished for the Hajj season, 2024 (1445 H,) along with following:

- I shall provide floor plan/ hotel vacancy position for Crooke/tafweej induction to Pakistan Hajj Mission at least 72 hours before the arrival of the pilgrims and shall cause no inconvenience/delay.
- I shall pay SR500 fine per pilgrim in case of failure to accommodate them as per agreement schedule.
- I shall assure that no room has extra beds or overcrowding beyond Tasreeh permissibility.
- I shall provision functional air conditioning, quality mattresses of thickness between 20cm and 27 cm, replacing cotton bed sheets every 3rd day, one almirah/wardrobe, clothes-hanger, toiletry to be replenished in each washroom every 3rd day, dustbins, towels, power back up, and regular cleaning and janitorial service, free drinking water dispenser on each floor or chilled bottled mineral water and a small refrigerator in each room and over all hygienic environment and courteous staff.
- I shall provide mandatorily, and on gratis basis, a decent and tidy dining area, with tables and chairs, catering to one third hotel occupancy, simultaneously. I shall charge no rent or insurance from the caterer contracted by Pakistan Hajj Mission to provide food to the pilgrims staying in my hotel.
- I shall assure free internet connectivity through Wi-Fi with specifications (FTTH Fiber1Gbps download/300Mbps upload speed or Wireless 300/50 Mbps speed) on each floor or in such a manner that unlimited internet can be accessed in any area of the hotel seamlessly.
- I assure that the lifts in the hotel are in ratio of one lift to 100 pilgrims occupying the hotel.
- I certify that the hotel is accessible for the differently abled persons and Civil Defence Safety regulations, Disaster Management and COVID-19 preventive measures are in place.

الشروط والأحكام الخاصة

أتعهد بالامتثال للقوانين والقواعد واللوائح المعمول بها في باكستان والمملكة العربية السعودية المتعلقة بهذا الشراء، وأضمن أن يتم تنظيف الفندق المعروض تمامًا وتطهيره وتعقيمه وتجديده لموسم الحج 2024 (1445 هـ)، بالإضافة إلى ما يلي: أ) سأقدم خطة الطابق / حالة شغور الفندق للتعريف بكروك / تفويج إلى بعثة حج باكستان قبل وصول الحجاج بـ 72 ساعة على الأقل ولن أسبب أي إزعاج / تأخير. ب) سأدفع غرامة قدرها 500 ريال سعودي لكل حاج في حال فشلتي في استيعابهم وفقًا لجدول الاتفاق. ج) أضمن أن لا يوجد في أي غرفة أسرة إضافية أو ازدحام يتجاوز ما يسمح به التصريح. د) سأوفر تكييف هواء يعمل، ومراتب ذات جودة بسمك بين 20 سم و 27 سم، وتغيير الأوراق القطنية كل 3 أيام، وخزانة / خزانة ملابس، وشماعة ملابس، ومستلزمات الحمام التي ستتجدد في كل حمام كل 3 أيام، وسلال المهملات، والمناشف، ونسخة احتياطية من الطاقة، وخدمة التنظيف المنتظمة والخدام، موزع ماء شرب مجاني على كل طابق أو ماء معدني مبرد في زجاجات صغيرة وثلاجة صغيرة في كل غرفة وبيئة صحية عامة وطاقم مهذب. هـ) سأوفر بالضرورة، وبصورة مجانية، منطقة طعام لائقة ونظيفة، مع طاولات وكراسي، تستوعب ثلث إشغال الفندق، في نفس الوقت. لن أحصل على أي إيجار أو تأمين من المطعم الذي عقدته بعثة حج باكستان لتقديم الطعام للحجاج المقيمين في فندقي. و) أضمن توفير اتصال إنترنت مجاني عبر Wi-Fi بالمواصفات (FTTH Fiber1Gbps download/300Mbps upload speed or Wireless 300/50 Mbps speed) على كل طابق أو بطريقة تسمح بالوصول إلى الإنترنت بلا حدود في أي منطقة من مناطق الفندق بسلامة. ز) أؤكد أن المصاعد في الفندق تكون في نسبة مصعد واحد لكل 100 حاج يشغلون الفندق. أشهد أن الفندق يُسهّل دخول الأشخاص ذوي الإعاقة وأن لوائح السلامة المدنية وإدارة الكوارث وتدابير الوقاية من كوفيد-19 موجودة.

FORM A-3: CATERING: MAKKAH /MADINAHKitchen
Name: _____اسم
مطبخOwner/Lesse
e/ Investor: _____اسم مالك/
مستأجر/مستثمر

Location	C.R No	No. of Pakistan i Chefs	No. of Makhba z/ Tandoor	Experience with OPAP	Experienc e with other Hajj Missions	Quota Demand
موقع	رقم السجل التجاري	عدد الطهاة الباكستاني	عدد المخابز / التنور	تجربه مع بعثة حج باكستان	تجربه مع بعثات الحج الأخرى	الطلب على الحصص
				YES/NO If yes, then no of pilgrims and Hajj year(s)	YES/NO If yes, then country, no of pilgrims and Hajj year(s)	(In multiples of 1000)

FINANCIAL OFFER

Per Meal Rate for Hajj Season: (بالريال السعودي) معدل الوجبة لكامل موسم الحج: SAR: _____

UNDERTAKING/AFFIDAVIT:

I hereby undertake that all the above information is true to the best of my knowledge, and that any misrepresentation, concealment of facts/information shall disqualify me from the current and future procurements of OPAP. I also hereby agree with, the terms and conditions of RFP and, with those on the back of this form and authorize OPAP to impose any fine proportionate to defaulting portion of the services to be retained from the security deposit or approach Saudi Hajj Ministry for withholding equivalent amount from e-Hajj payments until final settlement of matter by the Hajj Ministry. The non-performance of any of above commitments may also invoke legal action against the undersigned.

أتعهد بموجب هذا بأن جميع المعلومات المذكورة أعلاه صحيحة على حد علمي، وأن أي تحريف أو إخفاء للحقائق/المعلومات سيؤدي إلى استبعادني من المشتريات الحالية والمستقبلية لـ OPAP. أوافق أيضًا بموجب هذا على شروط وأحكام طلب تقديم العروض، ومع تلك الموجودة في الجزء الخلفي من هذا النموذج، وأفوض OPAP بفرض أي غرامة تتناسب مع الجزء المتخلف من الخدمات التي سيتم الاحتفاظ بها من وديعة التأمين أو التواصل مع وزارة الحج السعودية للحجب مبلغ معادل من مدفوعات الحج الإلكترونية حتى التسوية النهائية للمسألة من قبل وزارة الحج. إن عدم الوفاء بأي من الالتزامات المذكورة أعلاه قد يؤدي أيضًا إلى اتخاذ إجراءات قانونية ضد الموقع أدناه

Name _____ اسم _____ Signature _____

توقيع

Cell No. _____ جوال _____ Email _____

بريد إلكتروني

Address: _____

/محل وقوع عنوان

SPECIFIC TERMS AND CONDITIONS

1. I have read all the terms and conditions in this document, and I agree to abide by these as well as any new conditions mutually agreed.
2. I have neither paid any gratification nor involved any intermediary to secure this contract.
3. I shall not sublet any quota either in full or part.
4. My kitchen is safe & has been approved by the civil defense and Saudi Ministry of Health and the Municipality and all permissions/licenses for operations have duly been secured from the relevant governmental agencies.
5. I have permanently hired 3 Pakistani chefs and shall also hire more seasonal Pakistani staff.
6. I have enough vehicles for transportation of food in an interrupted and smooth manner.
7. I shall strictly follow the menu appended at **Annex-A** of the RFP document in terms of quality, quantity, and punctuality.
8. I shall use only good quality and healthy ingredients in preparation of food and the taste shall correspond to that of standard Pakistani cuisine.
9. I shall serve meals to Pakistani Hujjaj in a dignified manner in a decent and hygienic environment, and my staff shall be courteous and there shall be no delays or shortages in food supply.
10. I understand that if I default on any of the above or any other agreed stipulations, my contract is liable to severance without any notice.

الشروط والأحكام الخاصة

1. لقد قرأت جميع الشروط والأحكام في هذا المستند، وأوافق على الالتزام بها بالإضافة إلى أي شروط جديدة تم الاتفاق عليها بالتراضي.
2. لم أدفع أي رشوة ولا توجد أي وساطة للحصول على هذا العقد.
3. لن أقوم بتأجير أي حصة سواء كانت كاملة أو جزئية.
4. مطبخي آمن وتمت الموافقة عليه من قبل الدفاع المدني ووزارة الصحة السعودية والبلدية وتم الحصول على جميع التراخيص / التصاريح للعمليات من الجهات الحكومية ذات الصلة.
5. لقد قمت بتوظيف 3 طهاة باكستانيين بشكل دائم وسأقوم أيضاً بتوظيف المزيد من الموظفين الباكستانيين الموسميين.
6. لدي مركبات كافية لنقل الطعام بطريقة غير متقطعة وسلسلة.
7. سألتزم بدقة القائمة المرفقة في **ANNEX-A** من وثيقة RFP من حيث الجودة والكمية والالتزام بالمواعيد.
8. سأستخدم فقط مكونات ذات جودة جيدة وصحية في تحضير الطعام والطعم سيكون مطابقاً لذلك في المطبخ الباكستاني القياسي.
9. سأقدم الوجبات للحجاج الباكستانيين بطريقة محترمة في بيئة لائقة وصحية، وسيكون موظفي بأدب ولن يكون هناك تأخير أو نقص في توفير الطعام.
10. أفهم أنه إذا تخلفت عن أي مما سبق أو أي شروط متفق عليها أخرى، فإن عقدي يكون عرضة للإنهاء دون إشعار.

FORM A-4: BID FOR TRANSPORT SERVICES

Company Name:

اسم
شركةOwner/Lessee
e/ Investor:اسم مالك/
مستأجر/مستثمر

Tasreeh 1445 Hajj	Salawat Experience	No. of Buses	Specs	Model Year	Sijjil Tijari No.	Niqabah Reg. No	HR & Mgt capability	Workshop Location & Equipment	Financial Capacity	القدرة المالية
تصريح الحج 1445هـ	صلوات تجربة	عدد الحافلات	المواصفات	سنة الصنع	رقم سجل تجاري	رقم التسجيل نقابة	القدرة على إدارة الموارد البشرية	موقع الورشة والمعدات	ضمان بنكي	
									البيان السني	
									صافي الثروة	

UNDERTAKING: I hereby undertake that my company has duly been issued requisite licenses and permits from all concerned authorities in consonance with the laws of the Kingdom and specifically the Instructions of Ministry of Hajj, KSA for Hajj 2024 to supply, operate and handle transport services and I assure that my company will be able to secure sufficient bus stops near Haram to pick and drop Pakistani Hujjaj. I shall provide round the clock transport services through state-of-the-art buses from Haram to pilgrim residential buildings in Aziziya and Batha Quresh or adjoining areas in Makkah Mukarramah (Salawat Transport), and/or between Jeddah, Makkah and Madina (intercity) and/or between Minna-Arafat-Muzdalifa (Mashair) and/or Salawat transport in Madinah Munawwarah from Non-Markazia hotels to, and from, Haram Nabawi for approximately 90,000 Pakistani pilgrims of Government Scheme as per their arrival/exit schedule.

تعهد: أتعهد بموجب هذا أن شركتي قد تم منحها التراخيص والتصاريح المطلوبة من جميع الجهات المعنية بما يتوافق مع قوانين المملكة وتعليمات وزارة الحج بالمملكة العربية السعودية خاصة لحج 2024 لتقديم وتشغيل والتعامل مع خدمات النقل، وأؤكد أن شركتي ستكون قادرة على تأمين مواقف حافلات كافية بالقرب من الحرم لاستقبال وإنزال الحجاج الباكستانيين. سأقدم خدمات النقل على مدار الساعة من خلال حافلات حديثة من الحرم إلى المباني السكنية للحجاج في عريضة وبطحاء قريش أو المناطق المجاورة في مكة المكرمة (نقل صلوات)، و/أو بين جدة ومكة والمدينة (بين المدن) و/أو بين منى وعرفات ومزدلفة (المشاعر) و/أو نقل صلوات في المدينة المنورة من فنادق غير مركزية إلى الحرم النبوي ومنه لحوالي 90,000 حاج باكستاني تحت نظام الحكومة حسب جدول زمني لوصولهم / مغادرتهم.

Name

اسم

Signature

توقيع

Cell No.

جوال

Email

بريد إلكتروني

Address:

محل وقوع عنوان

SPECIFIC TERMS & CONDITIONS

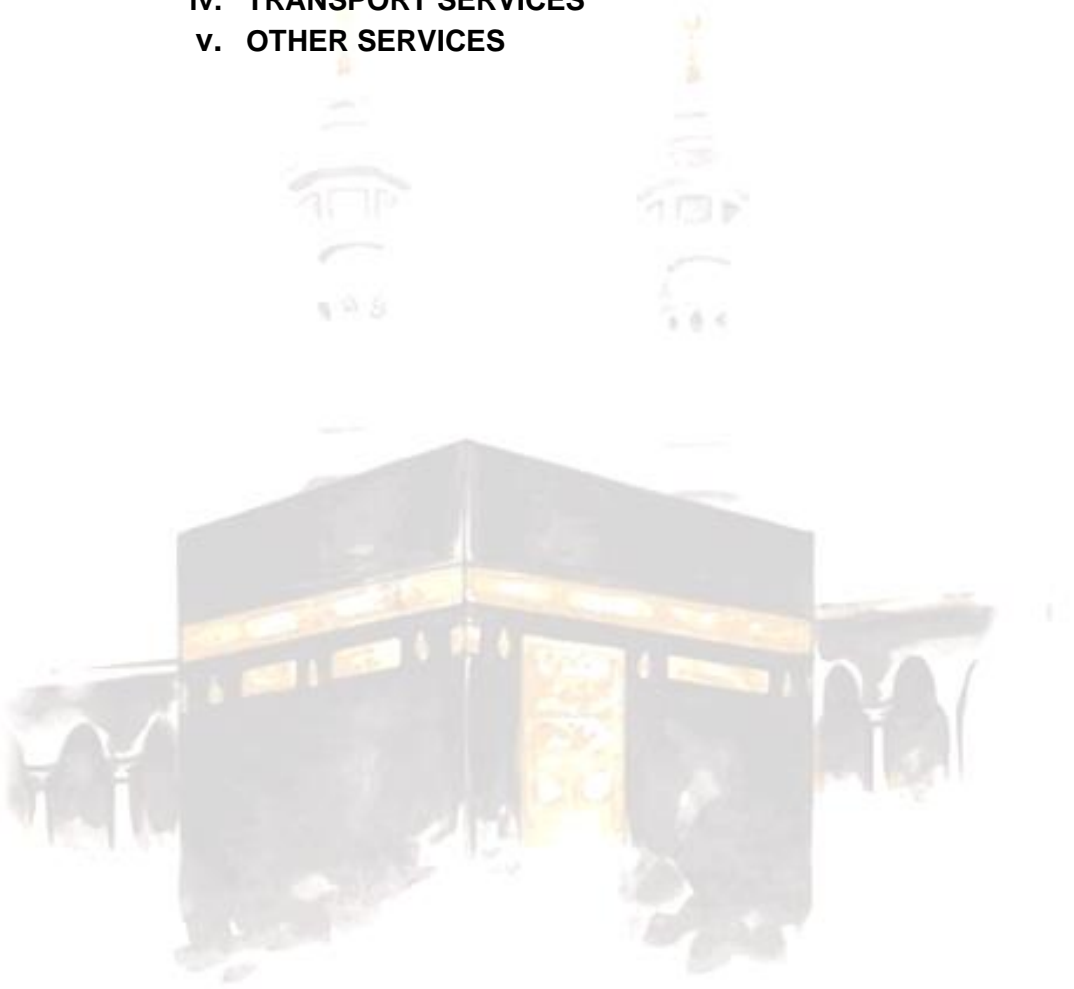
1. I have read and agree to abide by all the *terms and conditions* in the *RFP document*, and any stipulation *supra* and *infra* and mutually agreed *later*.
2. I have neither paid any gratification nor involved any intermediary to secure this contract.
3. I shall *not sublet* any contracted quota either *in full or in part* thereof.
4. I have at least 3 *Hajj Seasons experience* of transport with at least 50,000 *Hujjaj on average* and my fleet has at least 500 *buses of 2016-2024 models* with *no school bus* in it and at least 5 *accessible buses* for the differently abled pilgrims.
5. I have enclosed robust operational, human resource and management plans along with the Bid and shall make a presentation on all the details.
6. I have submitted the Bid a single package containing two separate envelopes namely a) the financial proposal and b) the technical proposal.
7. I have given two financial offers, (a) *per haji rate* and (b) *per bus rate*, separately, for Salawat Transportation.
8. I understand that *the lowest evaluated financial offer* shall be accepted from amongst *only technically responsive bids*.
9. I agree that in case of any *service complaint*, I shall bear full legal responsibility and allow *deduction of fines* from my Performance Guarantee.
10. I understand that if I default on any of the above or any other agreed stipulations, my contract is liable to severance without any notice.

شروط وأحكام محددة

1. لقد قرأت ووافقت على الالتزام بجميع الشروط والأحكام الموجودة في وثيقة طلب الاقتراحات، وأي بند أعلاه وأسفله والمتفق عليها بالتراضي لاحقاً.
2. لم أدفع أي رشوة ولم أتورط في أي وسيط لتأمين هذا العقد.
3. لن أؤجر أي حصة متعاقد عليها بالكامل أو جزء منها.
4. لدي خبرة لموسم الحج 3 مرات على الأقل في النقل مع متوسط 50,000 حاج على الأقل وأسطولي يحتوي على 500 حافلة على الأقل من طرازات 2016-2024 دون حافلة مدرسية فيها، ولكن بشمول 5 حافلات على الأقل قابلة للوصول للحجاج ذوي الإعاقة.
5. قمت بإرفاق خطط تشغيلية وموارد بشرية وإدارية قوية جنباً إلى جنب مع العطاء وسأقدم عرضاً تقديمياً على جميع التفاصيل.
6. قدمت العطاء في حزمة واحدة تحتوي على طرفين منفصلين هما (أ) العرض المالي و (ب) العرض التقني.
7. (ب) سعر لكل حاج (أ) سعر لكل حافلة، قدمت عرضين ماليين ، بشكل منفصل، لنقل صلوات .
8. أفهم أن العرض المالي ذو التقدير الأدنى سيتم قبوله من بين العروض التقنية المستجابة فقط .
9. أوافق على أنه في حالة أي شكوى خدمة، سأتحمل المسؤولية القانونية بالكامل وأسمح بخصم الغرامات من ضمان الأداء .
10. أفهم أنه إذا تخلفت عن أي مما سبق أو أي بنود متفق عليها أخرى، فإن عقدي يكون عرضة للإنهاء دون إشعار .

Appendix B: EVALUATION CRITERIA

- i. MAKKAH ACCOMMODATION**
- ii. MADINAH ACCOMMODATION**
- iii. CATERING SERVICES**
- iv. TRANSPORT SERVICES**
- v. OTHER SERVICES**



I. EVALUATION CRITERIA FOR MAKKAH MUKARRAMAH BUILDINGS:

Sr. No.	Amenity	Number/Area	Condition	Max Marks	Score	Remarks
1.	Rooms			05		
2.	Washrooms			05		
3.	Beds			05		
4.	Dining area			05		
5.	Lifts			05		
6.	Prayer area			05		
7.	Parking			05		
8.	Lobby			05		
9.	Wi-Fi			05		
10.	Drinking water			05		
11.	Housekeeping			05		
12.	Janitorial			05		
13.	Water Reservoir			05		
14.	Sewage			05		
15.	Covid-19 measures			05		
16.	Rooms			05		
17.	Washrooms			05		
18.	Safety compliance			05		
19.	Landline			05		
20.	CCTC Camera			05		
TOTAL MARKS				100		Selected/ Rejected

II. EVALUATION CRITERIA FOR MADINAH MUNAWWARAH ACCOMMODATION

Sr. #	Category	Max Marks	Marks Achieved	Remarks
1	LOCATION Non Markazia Other (05 marks) Non-Markazia Tareeq Uhud (10 marks) Non Markazia Tareeq Salam (10 marks) Markazia South (30) Markazia West (40) Markazia North (50)	50		
2	CATEGORY 1-3 star (5 marks) 4 star (10 marks) 5 star (15 marks)	15		
3	FLEXIBILTY WITH FLIGHT SCHEDULE <i>General flexibility of availability in the hotel</i>	05		
4	MANADATORILY DOVE-TAILED 60/40 QUOTA <i>For every 60 pilgrims booked in the hotel in the first Fatrah of Zul Qa'da, 40 pilgrims must be accommodated in the second fatrah, if required under flight schedule</i>	15		
5	PERMORMANCE IN 2023 HAJJ	10		
6	CAPACITY/LIFTS RATIO <i>One Lift: Rejected; 2 lifts (1 mark) with an extra mark for every additional lift to a max of 5 marks against 6 plus lifts</i>	05		
Total Marks		100		

III.EVALUATION CRITERIA FOR CATERING COMPANIES:

Sr. #	Category	Marks Allocated	Marks Achieved	Remarks
	Experience (35 Marks)			
1	Number of years of catering Experience in KSA including Mashaer (1 mark for each year, maximum marks = 05)	05		
2	Number of years of working with Hajj Missions (2 mark for each year, maximum marks = 10)	10		
3	a. Experience of working with OPAP (1 mark for each year of catering experience with OPAP maximum of 5 marks)	05		
	b. Performance with OPAP (1 mark deduction per year for poor performance)	05		
4	Proof of work with average quota of Hujjaj in last 5 Hajj Less than 3000 persons = 0 marks Work with 3000 Hujjaj = 1 mark 1 Mark on addition of every 1,000 Hujjaj, beyond initial 3,000 Hujjaj, up to a maximum of 10 marks	10		
	Capacity (50 Marks)			
5	General Condition of the Kitchen	10		
6	Makhbas (Tandoor or valid agreement in writing thereof) Makhbas not available = 0 marks 1 mark for each Makhbas up to maximum of 05 marks	05		
7	a. Capacity	05		
	b. Food Delivery (Vehicles & Delivery equipment) (2 marks for each veh upto max 05 marks)	05		
	c. Storage & equipments	05		
8	Distribution Strategy/ Mechanism	05		
9	Managerial Capability, HR (Supervisory staff for storage, purchasing, supply & distribution, female employees etc.)	05		
10	Number of Pakistani chefs and Cooks (proof of agreement thereof) with experience in Pakistani food 2 marks for each chef up to maximum 10 Marks	10		
	Financial (15 Marks)			
11	Annual Turn Over of the Firm (1 mark for avg SAR 1 Million upto maximum of 5 marks)	5		
12	Assets & Liabilities	5		
13	Average Bank Balance for last 5 years (2 marks for SAR 1 Million upto maximum 5 marks)	5		
Total:-		100		

Note: Minimum Marks for Technical Pre-Qualification are 70 out of 100.

IV. EVALUATION CRITERIA FOR TRANSPORT COMPANY:

Sr. #	Category	Marks Allocated	Marks Achieved	Remarks
	Experience (35 Marks)			
1	Number of years of Transport Sector Experience in KSA (1 mark for each year, beyond three years' experience to a maximum of 05 marks)	05		
2	Number of years of working with Hajj Missions (2 mark for each year, maximum marks = 10)	10		
3	Experience of working with OPAP (1 mark for each year of transport experience with OPAP Maximum Marks=5)	5		
	Previous performance	5		
4	Proof of work with average quota of Hujjaj for last 5 Hajj Seasons Less than 50,000 persons = 0 marks Work with 50,000 Hujjaj = 1 marks 1 Mark on addition of every 10,000 Hujjaj, beyond initial 50,000 Hujjaj, up to a maximum of 10 marks	10		
	Capacity (50 Marks)			
5	Allotment of Bus drop points near Haram in last Hajj Season 1 marks for each drop point up to a maximum of 05 marks	05		
6	Number of total busses owned by the company with seating capacity of minimum 45 persons 500 busses = 1 marks 1 Marks on addition of each 100 buses above 500 up to a maximum of 5 Marks.	5		
7	Number of total city buses owned by the company 100 buses = 1 marks 1 Marks on addition of each 100 city buses above 100 up to a maximum of 5 Marks.	5		
8	Number of new 2020 to 2024 model buses available for deployment in Hajj 2024	10		
	1 mark for each 100 buses up to a maximum of 05 marks			
9	Transport Operational Strategy/route Management	10		
10	Managerial Capability and HR	05		
11	Equipment & Maintenance Capacity	10		
	Financial (15 Marks)			
12	Annual Turn Over	5		
13	Assets & Liabilities	5		
14	Average Bank Balance for last 5 years	5		
	Total:-	100		

Note: Minimum Marks for Technical Pre-Qualification are 70 out of 100.

V. OTHER SERVICES/ GENERAL EVALUATION CRITERIA

All the bidders/companies for Other Services will be evaluated in the light of the undermentioned criteria.

Sr. #	Requirement	Marks
1.	Sijil Tijari (Valid)	10
2.	Experience (General)	15
3.	Experience with OPAP	20
4.	Financial Health	25
5.	Personnel, equipment	15
6.	Delivery Strategy	10
7.	Managerial Skills	5



Appendix C: Bid Security Forms

BID SECURITY FORM (Catering)			
1	Name of the Catering Company		
2	Name of the Manager		
3	Approximate number of days	Makkah	Madina
		30	8-9
4	Number of Hujjaj quota demanded		
5	Bid Security @ 05 %of the total projected value of contract (rate/day x number of days x number of Hujjaj)		
6	Signature of the Company representative		
7	Date		

BID SECURITY FORM (Transport)			
1	Name of the Transport Company		
2	Name of the Manager		
3	Bidding for (nature of service) please tick the related box	Salawat	Intercity
4	Bid Security @ 10% of the projected total value of the contract		
5	Signature of the Company representative		
6	Date		

BID SECURITY FORM (Full Board Services in Makkah & Madinah)		
1	Name of the Hotel / Building / Accommodation Group	
2	Name of the Owner / Manager	
3	Number of Hujjaj (Quota demanded)	
4	Signature of the authorized Company representative	
5	Date	

Annex-A: Menu (Hajj 2024 /1445 H)

Day	Timings		
	Breakfast 0515 to 0830	Lunch 1200 to 1500	Dinner 2000 to 2300
Saturday	Lahori Chana + Halwa + Roti/Khubz + Milk Tea	Chicken Sindhi Biryani + Haleem+ + Roti/Khubz + Yogurt + Apple	Aaloo Gosht (Mutton) + Bhindi Vegetable Roti/Khubz+ Sawayyan + Green Tea
Sunday	Aloo Anda + French toast + Roti/Khubz + Milk Tea	Chicken Qourma + Dal Channa+ Roti/Khubz + Orange +Laban	Achar Gosht+ Mix Vegetable + Roti/Khubz + Umme Ali + Milk Tea
Monday	Omelet/Scrambled egg + Halwa+ Roti/Khubz + Milk Tea	White Rice +Mix Dal + Roti/Khubz + Yogurt + Pear	Mutton Qourma + Bhaingan Bharta+ Roti/Khubz + Zarda + Green Tea
Tuesday	Aloo Anda + Halwa + Roti/Khubz + Milk Tea	Aaloo Mutton Qeema + Mix Vegetable + Roti/Khubz + Pear	Matar Pulao +Chicken Aachari + Roti/Khubz + Sawayyan + Milk Tea
Wednesday	Omelet/Scrambled Egg+ Halwa + Roti/Khubz + Milk Tea	Mutton Kabuli Pulao + Kari Pakora + Roti/ Khubz + Yogurt + Banana	Beef Nihari + Bhindhi Vegetable + Roti/Khubz + Kheer + Green Tea
Thursday	Haleem + Halwa+ Roti/Khubz + Milk Tea	Shaljam Gosht Mutton +Aaloo Palak + Roti/Khubz + Laban + Banana	Chicken Achari+ Kashmiri Dal + Roti/Khubz + Sawayyan+ Milk Tea
Friday	Aaloo Paratha+Halwa+ Roti/Khubz + Milk Tea	ChickenRuz Bukhari+ Dal Moong + Roti/ Khubz+ Apple	Aaloo Mutton Quorma + Mix Vegetable + Roti/Khubz + Matanjan + Green Tea

Annex-B: List of the Stationary Items

#	Items	Unit	Per Unit Rate
1	Air Freshener (Jasmine) (Black Cobra)	Dozen	
2	Art line Marker 210 (Black)	Packet	
3	Art line Marker 210 (Blue)	Packet	
4	Art line Marker 70 (Black)	Packet	
5	Art line Marker 70 (Blue)	Packet	
6	Art line Marker 70 (Green)	Packet	
7	Art line Marker 70 (Red,)	Packet	
8	Art line Marker 90 (Black)	Packet	
9	Art line Marker 90 (Blue)	Packet	
10	Ball point (Faber Castell) (Black)	Packet	
11	Ball point (Faber Castell) (Red)	Packet	
12	Ball point (Faber Castell) (Blue)	Packet	
13	Ball point (Zebra SARASA 0.7)	Packet	
14	Ball point Uniball fine (Blue)	Packet	
15	Ball point Uniball fine (Green)	Packet	
16	Ball point Uniball fine (Red)	Packet	
17	Ball point Uniball fine (Black,)	Packet	
18	Battery Cell- AA (Panasonic)	Pieces	
19	Battery Cell- AAA (Panasonic)	Pieces	
20	Board Marker	Pieces	
21	Box File Kent	Pieces	
22	Calculator Casio (Large)	Pieces	
23	Calculator Casio (SW-2235A)	Pieces	
24	Card Lamination (office card size) A4	Packet	
25	Colop E R 40dry	Pieces	
26	Dak Folder	Pieces	
27	Common Pin	Packet	
28	Dusters Cloth	Dozen	
29	Envelopes 17.5X14.25	Pieces	
30	Envelopes 12X10	Pieces	
31	Envelopes 15X10	Pieces	
32	Envelopes 7X10	Pieces	
33	Envelopes 4.5 X9	Pieces	
34	Eraser Staedtler	Dozen	
35	Fax Roll	Pieces	
36	File Cover Manila Legal size	Pieces	
37	File Cover Plastic A-4 Green	Pieces	
38	Foot Ruler 30 cm (Scale)	Dozen	

39	Gum glue stick (40 grams UHU)	Pieces
40	Highlighter (STABI LO BOSS) (D, Color)	Pieces
41	Identity Card Clips with Ribbon	Pieces
42	Laminating Pouch Film	Packet
43	Lead pencil (ALLIGATOR)	Packet
44	Logbook	Pieces
45	Notebook (Sinarline) L	Pieces
46	Notebook (Sinarline) M	Pieces
47	Notebook (Sinarline) S	Pieces
48	Paper A-3	Ream
49	Paper A-4	Ream
50	Paper Clips (L)	Packet
51	Paper Cutter	Pieces
52	Paper Clips (ABEL)	Packet
53	Paper Clips (Large Size)	Packet
54	Tape 2"(PRIMA) plastic white (1X36)	Carton
55	Paper tape 2" (1X24)	Carton
56	Pin Remover (301 OFIS)	Pieces
57	Punch Double Hole (7540 OFIS)	Pieces
58	Punch single hole	Pieces
59	Push Pin (P 9523 OFIS)	Packet
60	Raid (Multi insect killer)	Pieces
61	Record Book	Pieces
62	Register Legal Size	Pieces
63	Register A4 Size	Pieces
64	Register Notebook Size	Pieces
65	Rubber Band	Packet
66	Scissor 8"	Pieces
67	Scotch Tape	Pieces
68	Sharpener (OMEGA)	Dozen
69	Shorthand Note book	Pieces
70	Stamp Pad (Blue)	Pieces
71	Stamp Pad (Green)	Pieces
72	Stapler (Heavy Duty)	Pieces
73	Stapler Pin (Heavy Duty)	Pieces
74	Stapler (large) NOVUS B-5	Pieces
75	Stapler Medium NOVUS	Pieces
76	Stapler Pin (Rexel) 24/6 (1000Pec)	Packet
77	Post-it/Notes 75cmx125cm	Dozen
78	Post-it/Notes (76x76)	Dozen
79	Post-it/Notes (51x51)	Dozen

80	Post-it/Notes (13cmx60cm)	Dozen
81	Post-it/Not(SIGN-HERE) 1.5cmx6cm	Dozen
82	Tags	Packet
83	Tissue paper Fine	Carton
84	Toilet Roll	Carton
88	USB (32GB)	Pieces
89	USB (64GB)	Pieces
90	White fluid pen PENTEL ZL 62-W	Pieces

Miscellaneous Items

#	Items	Unit
1	Sleeper	Per Piece rate
2	Umbrella	Per Piece rate



Annex-C: Sign Board

#	ITEM	Description/ Size	Rate/ Quantity	Job required
1.	Signboard (OLD)	Buildings for Hujjaj Size: 110 x 130cm	Per Unit	Shifting from store to workshop for necessary repairing of lights, color and installation of fresh Pana Flex. Installation in working condition at buildings along with electric connection. After departure of Hujjaj its removal from building and shifting back to Store
2.	Signboard (OLD)	Sector Offices/ Dispensaries Size: 200 x 100cm	Per Unit	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex. Installation at buildings along with electric connection. After departure of Hujjaj its removal from building and shifting back to Store.
3.	Signboard (OLD)	Maktab Shoun Hujjaj Pakistan Size: 670 x 110cm	1	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex. Installation at buildings along with electric connection. After departure of Hujjaj its removal from building and shifting back to Store.
4.	Signboard (OLD)	Pakistan's Flag at Hajj Office Size: 320 x 195cm	1	Shifting from store to Workshop for necessary repairing of and installation of fresh Pana Flex. Installation at building After departure of Hujjaj its removal from building and shifting back to Store.
5.	Signboard (OLD)	Maktab Shoun Hujjaj Pakistan (MINA) Size: 400 x 100cm	1	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana flex Installation in working condition at Mina Camp Office along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.
6.	Signboard (OLD)	Maktab No. Hujjaj-e- Pakistan, (MINA) Size: 130 x 110cm	50	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex Installation in working condition at Camps in Mina along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.
7.	Signboard (OLD)	Maps Maktab e Hujjaj Pakistan (MINA) Size: 200 x 100cm	45	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex Installation in working condition at Camps in Mina along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.

8.	Signboard (OLD)	Maps at Maktab Hujjaj Pakistan (MINA) Size: 400 x 200cm	1	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana flex Installation in working condition at Mina Camp Office along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.
9.	Signboard (OLD)	Hajj Terminal Jeddah (02) Makatab Shoun Hujjaj Pakistan Dispensary (02) Size: 185 x 195cm	04	Shifting from store to Workshop for necessary repairing of lights, change of Zinc and installation of fresh Pana Flex Installation in working condition along with electric connection. After departure of Hujjaj its removal and shifting back to Store.
10.	Signboard (OLD)	Pakistan Hajj Medical Mission Hospital	4	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex Installation in working condition at PHM Hospital along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.
11.	Signboard (OLD)	PHM Lost & Found Cell	1	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex Installation in working condition at Lost & Found Cell along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.
12.	Signboard (OLD)	Two-sided Arrow Sign Boards with Pakistani Flag (150cm x 80 cm)	Per Unit Price	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex Installation in working condition at Lost & Found Cell along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.
13.	Signboard (OLD)	Two-sided Arrow Sign Boards with City Name (50cm x 60 cm)	Per unit price	Shifting from store to Workshop for necessary repairing of lights, color and installation of fresh Pana Flex Installation in working condition at Lost & Found Cell along with electric connection. After departure of Hujjaj its removal from camps and shifting back to Store.

ANNEX-D: IT EQUIPMENTS

#	ITEM	DESCRIPTION
1	COMPUTER	13th Gen Intel Processor (core i-9), 13900KS, HDD: 1 TB, RAM: 32GB, 27" LCD, Apple IMAC
2	LAPTOP	Intel Core i9, 13980 HX, 13 th Generation, 1 TB SSD, 32GB RAM, 14" Display MacBook Air, MacBook Pro
3	PRINTER	1-HP LaserJet MFP M234 dwe 2- HP Color Laser Jet Enterprise MFP M480f
4	SCANNER	Brother ADS 4900 w
5	Bar Code Reader	Symcode USB/ Zebra DS3678-SR Barcode Scanners
6	COMPUTER ACCESSORIES	Extension leads (4 sockets 3 Meter) (Best Quality) Mouse (USB) Genix Keyboard- Genix HDM Cables (2 Meter) Routers (TP Link Switch – 1200) 04 Antennas VJ Cable (2 Meter) Printer Cables (2 Meter) Power Banks (50000mah)
7	ELECTRIC ITEMS	Intercom Set (Panasonic- KST7730) Net Cable (CAT 6) – 300 meters Telephone Wire 02 lines Telephone Wire single line
8	PHOTOCOPY MACHINE	KYOCERA, Model: M4125in HP A3 B/WLASER MFP, HP M436n
9	MEGAPHONE	Large Size, Made in China
10	CELL (PANASONIC)	Large Medium Small (Pencil size) Remote (Regular size)