

**REGISTRATION/APPLICATION FOR AIRLIFT OF NIGERIAN
PILGRIMS UNDER STATE PILGRIMS' WELFARE
BOARDS/AGENCIES/COMMISSIONS FOR 2018 HAJJ**

Interested Nigerian/Foreign airlines/carriers with requisite operating authorization and capacity are hereby invited to submit applications in accordance with the prescribed application form, for the airlift of pilgrims under the State Muslim Pilgrims' Welfare Boards/Agencies/Commissions to and fro the Kingdom of Saudi Arabia for 2018 Hajj.

2. The outbound airlift of intending Nigerian pilgrims to Saudi Arabia will commence in the third week of July, 2018, while the inbound (return journey) will commence during the last week of August, 2018.

The airlift operations will be conducted at designated Hajj airports in Nigeria and two (2) Airports in Saudi Arabia.

3. Applicants are to note that, Boeing 747-300 and newer series aircraft with capacity to carry a minimum of 450 passengers or other wide-bodied aircraft with capacity to carry a minimum of 300 passengers are required for the operation. The aircraft to be deployed for the operation shall meet the safety and other regulatory requirements of the Nigerian Civil Aviation Authority (NCAA) and the Saudi Arabian General Authority of Civil Aviation (GACA).

CONDITIONS FOR APPLICATION:

4. Each applicant must be active (operationally) and possesses a valid Air Operator Certificate (AOC) and must be a designated carrier on Nigeria – Saudi Arabian route by the competent authorities of Nigeria and the Kingdom of Saudi Arabia
5. Each applicant is also required to submit the following:
 - i) Certificate of Incorporation/Registration with Corporate Affairs Commission (CAC) or its equivalent for foreign applicant with a minimum share capital of at least Two billion naira **(₦2,000,000,000.00)**.
 - ii) Certified true ***copies*** of CAC forms C02 and C07 or their equivalents in the case of foreign **applicant**.
 - iii) Copies of relevant Licences.
 - iv) Evidence of financial capability to fund the airlift operation.
 - v) Three consecutive years audited Company Financial Accounts.
 - vi) Current three years Tax Clearance Certificates.
 - vii) Submission of current PENCOM Compliance Certificate for Nigerian firms.

- viii) Submission of current Interim Registration Report (IRR) as evidence of registration on the National Database of Contractors, Consultants and Service providers for Nigerian firms where ICB is used.
- ix) Submission of current ITF Compliance Certificate for Nigerian firms.
- x) Evidence of non-indebtedness to relevant aviation authorities and service providers both in Nigeria and in Saudi Arabia. More particularly, copies of duly signed of clearance of non-indebtedness to NCAA, NAMA, FAAN and SAHCOL, Butake, NAHCO, GACA and other Saudi-based aviation service providers must be provided.
- xi) Details/specifications of aircraft to be deployed for the airlift
- xii) Verifiable written evidence of ownership or lease agreement(s) with the owner(s) of aircraft as confirmed by the NCAA.
- xiii) Evidence of ability to make available a reliable flight schedule for the operation not less than eight(8) weeks before the commencement of airlift.
- xiv) Evidence for Passenger and Luggage Screening (Security) arrangements in Saudi Arabia.
- xv) Arrangement for in-flight Catering Services with an authorized in-flight catering providers in Nigeria and Saudi Arabia, with Details which include; name(s) and addresses, telephone numbers, valid emails of caterers may be clearly stated and subject to joint inspection by relevant regulatory authorities and the Commission(A duly licensed Nigerian catering service provider(s) must be engaged for the outbound flight).
- xvi) Arrangements for Crew accommodation during the operation in Nigeria and Saudi Arabia.
- xvii) Arrangements for over flight clearance, en-route and landing permits. In addition, third party foreign carriers shall provide valid authorization to exercise 3rd & 4th freedom traffic rights on Nigerian - Saudi Arabian route.
- xviii) Arrangements for Ground Handling services in Nigeria and Saudi Arabia.
- xix) Arrangements with fuel suppliers in Nigeria and Saudi Arabia.
- xx) Evidence of installation of an aircraft tracker/transponder as confirmed by NCAA.
- xxi) Arrangement for airfreight of 5-liter Zamzam water per pilgrim during the firstphase of the airlift operation.
- xxii) Organizational structure with necessary antecedents viz: names, qualifications and schedule of duties of the key staff of the

- company.
- xxiii) Copy of certificate of aviation insurance which must meet the minimum combined single liability unit (hull, passenger, baggage/cargo and third party) liability limit set by NCAA.
 - xxiv) Evidence of provision of first Aid facilities onboard each flight in accordance with the provision Nigeria Civil Aviation Regulations (NCARs)

6. Each applicant shall appear for screening on a date to be communicated by the Commission after the receipt of the completed application form. Originals of all documents submitted should be made available for sighting during the screening exercise.

ADDITIONAL CONDITIONS TO BE FULFILLED BY SUCCESSFUL APPLICANTS

8. Successful applicants screened by the Commission and approved *by the Government* shall:
- i) Provide evidences of re-confirmed arrangements/documentations in items numbers xi - xx in paragraph 5.
 - ii) Provide verifiable evidence on item number xxi in paragraph 5.
 - iii) Readiness to comply with other additional hajj operations requirements by the Nigerian aeronautical authorities and of the Saudi Arabian General Authority of Civil Aviation (GACA).
 - iv) Provide an Advance Payment Guarantee (APG) in accordance with the prescribed format to the tune of 50% of the total airfare.
 - v) Pay *Hajj* airlift (Clearance) *fee* of **N3,000,000.00** (three million Naira only) to NAHCON.
 - vi) Execute an Airlift Agreement with NAHCON which contains the terms and conditions of the airlift operation.
 - vii) *Operational center(s) to be opened during the airlift must not exceed the number of aircraft deployed for the operation by each airline.*
 - viii) Opening of operational centre(s) by the selected carrier must be progressively synchronized with schedules and not exceed the number of available operating aircraft.
 - ix) *Confirmed* arrangement(s) for the 50% to 100% direct flight to Madina.
 - x) *Confirmed* arrangement(s) for departure out of Madina of any number of pilgrims that could not travel to Madina before Hajj.
 - xi) In the case of leased/chartered aircraft, verifiable proof of payment

(wire transfer/telex copy, etc) of at least 10% of the full cost of lease/charter at the point of selection.

MODE OF APPLICATION

9. Prospective applicant shall :
- i) Pay a non-refundable application fee of **₦1,000,000.00** (one million Naira) in Certified Bank Draft payable to National Hajj Commission of Nigeria (NAHCON).
 - ii) Collect an application form from the Secretary of the Commission at the Commission Headquarters, Abuja.
 - iii) Complete and submit the application form along with copies of all relevant documents as itemized here in on or before the period indicated below (item 10).

SUBMISSION OF APPLICATION FORM

10. Duly completed Application Forms should be submitted to: The Secretary of the Commission (Room303), National Hajj Commission of Nigeria, Sokoto House, No. 1 First Avenue, Off Ahmadu Bello Way, Central Business District, Abuja. The application should reach the Commission not later than **20th December, 2017 at 12:00 hours.**

Note

11. Please be informed that the application is not intended to create any form of contractual relationship or obligations on the part of NAHCON. Consequently, NAHCON shall not be liable to any applicant for any expenses or loss incurred in connection with the processing of application. NAHCON shall contact the successful short listed applicants at an appropriate time before formal agreement will be executed.

Signed
Management

APPLICATION/REGISTRATION OF CARGO OPERATORS/ CARGO AGENTS/AIRFREIGHT FORWARDERS TO AIRFREIGHT PILGRIMS' EXCESS LUGGAGE FOR 2018 HAJJ

In line with the Excess Luggage Policy of the National Hajj Commission of Nigeria (NAHCON), all luggage in excess of the maximum allowed limit of 32kg check-in suitcase and 8kg hand luggage per pilgrim are to be air freighted by Cargo Operators/ Cargo Agents, as the designated Hajj Carriers are not allowed to carry such excess luggage. The Commission, therefore, invites applications from interested *Cargo Operators* or reputable *Cargo Agents* with valid licenses for the air freight of Nigerian pilgrims' excess luggage from Saudi Arabia to designated Hajj Reception Centres in Nigeria for the 2018 Hajj season.

MODE OF APPLICATION

4. Prospective applicants shall:

Submit a written application addressed
to: The Chairman/CEO,
National Hajj Commission of Nigeria,
No 1 First Avenue, Off Ahmadu Bello Way, Abuja

Pay a non-refundable application fee of **₦500,000.00** (five hundred thousand Naira) in certified bank draft payable to the National Hajj Commission of Nigeria.

Collect an application form from **the Secretary of the Commission** at the Commission's Headquarters

Submit duly completed Application Form along with copies of all relevant documents on or before the deadline indicated below to:

The Secretary of the Commission (Room
303), National Hajj Commission of Nigeria,
No 1 First Avenue, Off Ahmadu Bello Way, Abuja

Appear for screening on a date to be communicated after the receipt of the completed application form.

CONDITIONS OF APPLICATION

Every applicant must produce:

6. Certified True Copies of Certificate of Incorporation in Nigeria with CAC and Memorandum and Articles of Association or their equivalents in case of foreign companies.
7. Certified True *Copies* of CAC forms C02 and C07 *or their equivalents in case of foreign* applicants.
8. Evidence of current PENCOM Compliance Certificate for Nigerian firms;
- d) Evidence of current Interim Registration Report (IRR) as evidence of registration on the National Database of Contractors, Consultants and Service providers for Nigerian firms, where ICB is used;
- xxiii) Evidence of current ITF Compliance Certificate for Nigerian firms

- 2 Valid **Air Operator Certificate (AOC)** or other appropriate authorizations issued by NCAA in case of Cargo Agent/Airfreight Forwarders.
- 3 Tax Clearance Certificates for the last three (3) years.
- 4 Three consecutive years audited account of the company.
- 5 Evidence of VAT registration and remittance.
- 6 Evidence of ownership of cargo aircraft or standard and verifiable lease agreement(s).
- 7 Evidence of appropriate authorization/permit by Saudi Arabian authorities to weigh and freight pilgrims' luggage (cargo) or valid agreement with a licensed Saudi Arabian cargo/baggage handler(s) *holding a valid Authorization/Permit.*
- 8 Evidence of cargo flight arrangements in Saudi Arabia and Nigeria.

ADDITIONAL CONDITIONS TO BE FULFILLED BY SUCCESSFUL APPLICANTS

7. The approved Company (upon satisfactory fulfillment of the above conditions) must also meet the following post-selection terms before the Cargo Airfreight Agreement is executed with NAHCON:

- i Deposit of twenty million Naira (N20,000,000.00) Bank Guarantee with NAHCON which will be returned after satisfactory conduct of the operation.
- ii Payment of Hajj Cargo Airfreight Clearance fee of five hundred thousand Naira (**N500, 000.00**) to the Commission

SUBMISSION OF APPLICATION FORM

9. The duly completed Application Form should be submitted to:

The Secretary of the Commission (Room 303),
National Hajj Commission of Nigeria, Sokoto House,
No.1 First Avenue, Off Ahmadu Bello Way Central Business District,
Abuja.

Applications should reach the Commission not later than **20th December, 2017 by 12:00hours local time**

NOTE

10. Please be informed that the application is not intended to create any form of contractual relationship or obligation on the part of NAHCON.
11. Consequently, NAHCON shall not be liable to any applicant for any expense or loss incurred in connection with this application. NAHCON shall contact the successful shortlisted Applicants for an interview at an appropriate time, before formal agreement will be executed with successful applicants.
12. All applicants will be required to present original copies of all submitted documents for sighting.

Signed
Management