



དཔལ་ལྷན་འབྲུག་གཞུང་ རྒྱུ་འབྲེལ་ལྷན་ཁག།
Directorate of Services
Ministry of Foreign Affairs
Royal Government of Bhutan

MFA/DoS/QUOT/TKT (23)/2019-2020/ 3

16th July, 2019

Notice Inviting Tender: Spot Quotation: Air Ticket

Sealed rates are invited from authorized travel agents for air ticket for the following sector:

| Date (DD/MM/YY) | From | To | Class | Number of Passengers | Remarks |
|--------------------|---------|---------|---------|-------------------------|------------|
| 22/07/2019 | Paro | Colombo | Economy | 1 pax | Round trip |
| 24/07/2019 | Colombo | Paro | | | |

Type of Airline : Mention the Airline name and itinerary clearly.

Confirmed list of Officials enclosed herewith.

Terms and Conditions:

1. All bids must be submitted in a sealed envelope (plain) addressed to **Asst. Procurement Officer, Directorate of Services, Ministry of Foreign Affairs** and should be marked as **“Quotation for Air Ticket with its respective sectors”** on **18th July, 2019** on or before **11:30 AM**. And it will be opened at **2:30 PM** on the same day. The quotation received after the deadline of submission shall be rejected as received late.
2. The rate should be quoted as per the sector given above and will be selected for the most **economical route (the most direct and the shortest route)**. However, bidders are requested not to quote for budgeted airlines.
3. The Bidder (s) shall enclose a copy of **valid trade license, tax clearance certificate**
4. The rates quoted shall not be subject to change for the duration of **5 hours after the opening of the quotation**.
5. Conditional quotations entailing an increase of fares or change of airlines at the time of travel and offers such as wait list or offering alternative route shall not be accepted.
6. Bidders should always provide quotes for full fare on **“Economy”** with **confirmed** seats only. And for Business Class whenever asked.
7. Cancellation and rebooking charges per ticket maybe specifically mentioned, wherever applicable.
8. The travel agent (s) is required to quote as per the sectors mentioned above and in the **reliable Airlines**.
9. All rates should be mentioned in our local currency and should be inclusive of all incidental charges of Air service agents (Druk Air or Bhutan Airlines)

Imbayshaw

Near Changangkha school, Thimphu, Bhutan
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10. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
11. The procuring agency reserves the right to award sector wise whoever found cheaper besides route and schedule conveniences.
12. Bids shall be **rejected** or bidders shall **de-barred** from participating in the bidding process if they are found involved in any form of corruption or in collusion with the client.

Yours Sincerely,

(Jambay Lhamo)
Asst. Procurement Officer

Cc:

1. Office Copy
2. The Sr. Finance Officer, FD, DOS, MFA for kind information.
3. The ICTD, DoS, MFA to kindly upload the quotation in the Ministry's website on the same day.