



དཔལ་ལྷན་འབྲུག་གཞུང་ ཕྱི་འབྲེལ་ལྷན་ཁག།

Directorate of Services  
Ministry of Foreign Affairs  
Royal Government of Bhutan

MFA/DoS/QUOT/TKT (23)/2019-2020/ 434.

20<sup>th</sup> February, 2020

**Notice Inviting Quotation: Air Ticket**

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

Date (DD/MM/YY)	From	To	Remarks	Class	Number of Passengers
01/03/2020	Paro	Bangkok		1 Business 1 Economy	2 pax
02/03/2020	Bangkok	Colombo	Morning flight (9:00 AM)		
05/03/2020	Colombo	Bangkok	Early Morning flight (1:15 AM)		
07/03/2020	Bangkok	Paro			

Date (DD/MM/YY)	From	To	Remarks	Class	Number of Passengers
28/02/2020	Paro	Bangkok		3 Economy	3 pax
29/02/2020	Bangkok	Colombo	Morning flight (9:00 AM)		
05/03/2020	Colombo	Bangkok	Early Morning flight (1:15 AM)		
06/03/2020	Bangkok	Paro			

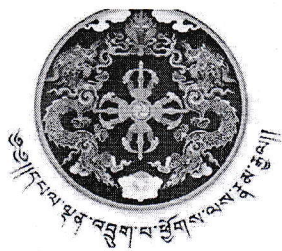
Type of Airline : Mention the Airline name and itinerary clearly.

**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 **26<sup>th</sup> February, 2020** on or before **10:00 AM**. And it will be opened at **11:00 AM** 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** along with its bid.
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.

Near Changangkha school, Thimphu, Bhutan  
PABX: +975-2-328226 / 328183 website: [www.mfa.gov.bt](http://www.mfa.gov.bt)

*Imbayhar*



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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)
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. Mr. Tenzin, Office of Foreign Secretary for kind information & submission of travel documents to Procurement Unit prior to bid opening.