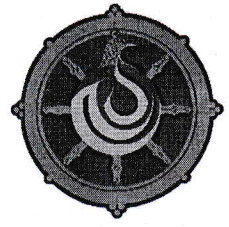


དཔལ་ལྷན་འབྲུག་གཞུང་། རྒྱ་འབྲེལ་ལྷན་ཁག།

MINISTRY OF FOREIGN AFFAIRS  
ROYAL GOVERNMENT OF BHUTAN  
THIMPHU, BHUTAN



MFA/DoS/QUOT/TKT (23)/2021-2022/209

5<sup>th</sup> November, 2021

**Notice Inviting Quotation: Air Ticket**

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

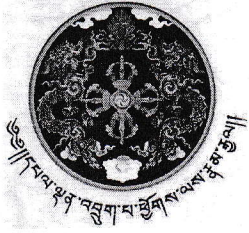
Date of Travel (DD/MM/YYYY)	Sector	Class	Number of Passenger	Remarks
23-11-2021	Paro-Geneva	Economy Class	3 pax (2 adult & 1 infant)	<ul style="list-style-type: none"><li>● One Way flight (the most direct &amp; shortest route)</li><li>● Direct/non-stop flights only (owing to COVID restrictions)</li><li>● Airline allowing 2 pc luggage/extra luggage on payment basis</li><li>● Transit time/layover from 2 hours (minimum) to less than 10 hours. Reliable Airlines with good COVID-19 safety measure ratings</li></ul>

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 **12<sup>th</sup> November, 2021** on or before **10:30 AM**. And it will open at **11:30 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 Non-Stop routes)**. 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** 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.

*Imbayshaw*



དབལ་ལྷན་འབྲུག་གཞུང་། སྲི་འབྲེལ་ལྷན་ཁག་།

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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. **Bidders shall quote for flexible tickets to enable change and refund in the event of any unavoidable circumstances.** 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 most **RELIABLE Airlines with good COVID-19 safety measures.**
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 Chief Finance Officer, FD, DOS, MFA for kind information.