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MINISTRY OF FOREIGN AFFAIRS
ROYAL GOVERNMENT OF BHUTAN
THIMPHU, BHUTAN



MFA/DoSS/QUOT/TKT (23)/2022-2023/220

31st October, 2022

Notice Inviting Tender: Procurement of Air Tickets

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
05-11-2022 (or) 06-11-2022 (whichever is available)	Paro- Bangkok	Economy Class	1 pax	-Quote for the most direct & the shortest route -Quote for the most Safe &Reliable Airlines

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

Terms and Conditions:

- All bids must be submitted in a sealed envelope (plain) addressed to **Procurement Officer, Division of Support & Services, Ministry of Foreign Affairs** and should be marked as **“Quotation for Air Ticket with its respective sectors”** on **3rd November, 2022** on or before **11:00 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.
- The rate should be quoted as per the sector given above and will be selected for the most **ECONOMICAL ROUTE (the most DIRECT, the shortest and Non-Stop routes)**. However, bidders are requested not to quote for budgeted airlines.
- The Bidder (s) shall enclose a copy of **valid trade license, tax clearance certificate** along with its bid.
- The rates quoted shall not be subject to change for the duration of **24 hours after the scheduled opening of the bid**.
- 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.
- Bidders should always provide quotes for full fare on **“Economy”** with **CONFIRMED** seats only. And for Business Class whenever asked.
- 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.
- The travel agent (s) is required to quote as per the sectors mentioned above and in the most **RELIABLE Airlines with good safety measures**.

Imber



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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.
13. All the other terms and conditions shall remain same as specified in the bidding documents or PRR2019.

Sincerely,


Procurement Officer

Cc:

1. The Dy. Chief Finance Officer, FD, DoSS, MFA for kind information.
2. Office Copy