



དཔལ་ལྷན་འབྲུག་གཞུང་། ཕྱི་འབྲེལ་དང་ཕྱི་རྒྱུ་རྒྱུ་ལག་།  
MINISTRY OF FOREIGN AFFAIRS AND EXTERNAL TRADE  
ROYAL GOVERNMENT OF BHUTAN

MFAET/PRO/QUOT/TKT/2024-2025/75

14 August, 2024

**Notice Inviting for Quotation: Procurement of Air Ticket**

The Ministry of Foreign Affairs and External Trade is pleased to invite bids from the eligible license holders for the supply of air tickets as per the following terms and conditions:

Date of Travel (DD/MM/YYYY)	Sector	Class	Number of Passenger	Return Date (DD/MM/YYYY)	Remarks
04/09/2024 (subject to change)	PBH - BKK- Brussels	Business Class	1 Pax	13/09/2024	Pax Name: 1. Aum Pema Choden
06/09/2024	PBH - BKK- Brussels	Economy Class	6 Pax	13/09/2024	Pax Names: 1. Ms. Pema Tshomo, 2. Mr. Chencho Dorji, 3. Mr. Tshering Dorji, 4. Mr. Sangay Chojay, 5. Mr. Sonam Pelgen, 6. Mr. Passang Wangchuk

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

**Emirates or**

**Terms and Conditions:**

- All bids must be submitted in a sealed envelope (plain) addressed to **Procurement Unit, Ministry of Foreign Affairs and External Trade**, should be marked as **“Quotation for Air Ticket with its respective sectors”** on **16th August, 2024** 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 / will not entertain.
- The rate should be quoted as per the sector, airlines and timing given above.
- 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 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 lists or offering alternative routes shall not be accepted.
- Bidders should always provide **quotes for full fare** on “Business and Economy” with **CONFIRMED** seats only.



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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 may be 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) and if you are the best evaluated bidder, we will contact you.
10. Payment shall be made only after availing the travel and only upon submission of duly verified bill.
11. The procuring agency reserves the right to award sector-wise to whomever 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 the same as specified in the bidding documents or PRR 2023.

Yours Sincerely,

( Sejal Chhetri)

**Assistant Procurement Officer**

**Copy to:**

1. Chief Finance Officer, Finance Division, MFAET for information
2. Office copy