

**Notice Inviting Tender: Procurement of Air Tickets**

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

<b>Date of Travel (DD/MM/YYYY)</b>	<b>Sector</b>	<b>Class</b>	<b>Number of Passenger</b>	<b>Remarks</b>
30-04-2023	Paro-BKK			day/afternoon flight
01-05-2023	BKK-Korea (Incheon)	1 Business 2 Economy	3 pax	
06-05-2023	Korea-BKK			
07-05-2023	BKK- Paro			

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 (DoSS), Ministry of Finance** and should be marked as **“Quotation for Air Ticket with its respective sectors”** on **11<sup>th</sup> April, 2023** on or before **11:00 AM**. And it will open at **11:00 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. 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.
- Airline and seats must be confirmed while submitting the quotation and submit confirmed itineraries.
- 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. 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)
9. Payment shall be made only after availing the travel and only upon submission of duly verified bills.
10. The procuring agency reserves the right to award sector wise whoever found cheaper besides route and schedule conveniences.
11. 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.
12. All the other terms and conditions shall remain same as specified in the bidding documents or PRR2019.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ugyen Lhamo', with a small checkmark at the end.

(Ugyen Lhamo)  
**Procurement Officer**

**Cc:**

1. The Chief Finance Officer, DOS, MoF for kind information.
2. Office Copy