



MoESD/PRO-13/2024-2025(FY)/532

12<sup>th</sup> September January, 2024

### Airfare Quotation

The Ministry of Education & Skills Development, Thimphu hereby invites the sealed quotation from authorized travel agents for air tickets for the following sector.

Sector and Travel dates:

Paro- Bkk	23rd September
Bkk- Athens	24th September (Arrival on 24th September)
Athens- Bkk	30th September
BKK-Paro	1st October

6pax in economy class.

### TERMS AND CONDITIONS:

1. The sealed rates must be submitted to this Ministry on **16th September 2024**, before or on **10:00 AM**, and will be opened on the same day at **10:30 AM** properly addressed in favor of the **Procurement Officer, Office of Secretariat Services, MoESD, Thimphu**. Bids after 10:00 AM will not be accepted.
2. The rates should be quoted as per the sector given above & will be awarded for the **most economical route**.
3. If there is transit then it should be a minimum of 02:00 hours to the next flight schedule.
4. Flights requiring a transit visa, or different dates other than the above itinerary shall not be accepted.
5. Please **do not quote** with options rates, just **quote one rate for one route**.
6. Agents are asked to submit an airline without having to stamp a transit visa for the passenger and if it's needed then the agents shall be liable for any transit visa fees.
7. The Air quotation without the **sealed envelope** shall be considered non-responsive and the bid shall be **rejected**.
8. In case the lowest bidder withdraws their bid after the award has been confirmed then the second lowest bidder shall be asked to purchase and issue ticket(s) and the **difference amount** shall be borne by the lowest bidder along with EMD will be forfeited.
9. The airline **should not be a budgeted airline** and rates should cover **all the in-flight meals within the quoted amount**.



དཔལ་ལྷན་འབྲུག་གཞུང་། ཤེས་རིག་ལྷན་ཁག།

ཤེས་རིག

10. The quoted rates shall not be subject to change for **5 hours after the opening of the quotation.**
11. **Any last-minute route change shall be borne by the Ticketing agent if not mistakenly done by the Procuring Agency.**
12. Unconditional quotations such as an increase in fares or a change of airlines at the time of travel are not accepted.
13. A valid Ticketing License issued by the Ministry of Economic Affairs must be submitted.
14. The purchaser reserves every right to reject the bids if it is found not responsive to our terms and conditions and the decision of the tender committee will be final and binding.

Yours Sincerely;

**Signed electronically**

(Pema Seldon)

**Assistant Procurement Officer, DoSS**

Cc to:

1. The Head of OSS for kind information
2. The Offtg. Chief Programme Officer, PPD, for kind information
3. The Dy. Chief Programme Officer, STEM, DSE for kind information.
4. The Offtg. Chief Finance Officer, OSS for kind information.