



**འབྲུག་གཞུང་འཕུལ་རིག་ལས་ཁྲེེ།**  
**Government Technology (GovTech) Agency**  
**Royal Government of Bhutan**



*A technologically advanced nation, with empowered citizens, and a thriving digital economy*

Govtech/Pro-02/2023-24/ 2932

April 22, 2024

Ms .....

**Subject: Quotation**

Dear Sir/Madam,

The Government Technology (Govtech) Agency, Thimphu would like to invite quotation for the air ticket for the itinerary below. You are requested to submit your quotation before 1:00pm on Wednesday (24/4/2024).

Date of travel	Sector	Class	No of passenger
8 <sup>th</sup> May	Perth to Bkk	Economy class	02
9 <sup>th</sup> May	Bkk-Paro		
18 <sup>th</sup> May	Paro-Bkk		
19 <sup>th</sup> May	Bkk-Perth		

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, Govtech and should be marked as “Quotation for Air Ticket with its respective sectors” on 24<sup>th</sup> April, 2024 on or before 01:00 PM and it will be opened at 2:00 PM 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. Ticket agents are requested to 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 passengers are Australian and agents are asked to quote accordingly. The rates quoted shall not be subject to change after the award of the service.



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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.
6. Airline and seats must be confirmed while submitting the quotation and submit confirmed itineraries.
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. 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 service considering the 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.

Sincerely yours,

(Tempa Gyeltshen)  
Procurement Officer

Copy to:

1. Store In charge