



**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**APPOINTMENT OF GENERAL SALES AGENT (Passenger) for BANGLADESH**

DATE: 01<sup>st</sup> October 2021

## REQUEST FOR PROPOSAL

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### DISCLAIMER

This Request for Proposal (RFP) is not an agreement and is neither an offer. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Drukair may, in its absolute discretion, but without any obligation to do so, update, amend, modify or supplement the information, assessment or assumption contained in this RFP.

The issuance of this RFP does not imply that Drukair is bound to select an Applicant or to appoint the selected Applicant, as the case may be, as its Passenger General Sales Agent (GSA) in the territory assigned, and Drukair reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever and take any measures that it deems fit, including annulment or withdrawal of the RFP process (in whole or in part), at any time prior to the selection of the GSA, without any liability or obligation or notice for such acceptance, rejection, withdrawal or annulment.

## REQUEST FOR PROPOSAL

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### Contents

|                                    |    |
|------------------------------------|----|
| 1. Statement of Purpose .....      | 4  |
| 2. Background Information .....    | 4  |
| 3. Scope of Work .....             | 5  |
| 4. Period of Contract .....        | 6  |
| 5. Incentives .....                | 6  |
| 6. Prerequisite .....              | 6  |
| 7. Requirements for Proposal ..... | 6  |
| 8. Proposal Preparation.....       | 7  |
| <i>Annexure A</i> .....            | 14 |

## **1. Statement of Purpose**

Drukair Corporation Limited, having its registered office at Nemyzampa, Paro, Bhutan is interested in appointing a Passenger General Sales Agent (GSA) in the territory of **Bangladesh**, and for this purpose, is circulating this Request For Proposal (RFP) inviting interested parties (Applicant/Applicants) possessing requisite wherewithal and capabilities, to submit their tender of participation (Proposal/Application).

Drukair is looking to appoint such GSA in the above-mentioned territory that will provide services as stated hereunder, making Drukair's presence known across the territory assigned.

## **2. Background Information**

### 2.1 Overview

Drukair, the National Flag Carrier of the Kingdom of Bhutan, was founded in 1981 under a Royal Charter decreed by the Fourth Druk Gyalpo, His Majesty Jigme Singye Wangchuck. Drukair is a Royal Government of Bhutan owned airline run by the investment wing, Druk Holding & Investments Limited. Drukair started its operations in 1983 with an 18-seater Dornier 228, commencing its first commercial flight to Kolkata, India. Currently, Drukair has a fleet of five aircrafts, and operates both domestic and international sectors from its base at Paro International Airport.

### 2.2 Fleet Information

- a) Three Airbus 319-115  
Seat layout: 16 Business Class, and 102 Economy Class.
- b) One ATR42-600.  
Seat layout: 08 Business Class, and 32 Economy Class.
- c) One Airbus 320Neo  
Seat layout: 20 Business Class, and 120 Economy Class.

### 2.3 Network Information

Drukair has scheduled operations to 03 domestic, and 09 international airports.

#### 2.3.1 Domestic Sectors:

- a) Bumthang (Central)
- b) Gelephu (South)
- c) Yonphula (East)

2.3.2 International Sectors:

- a) Dhaka – Bangladesh
- b) Bagdogra – India
- c) Bodhgaya – India (Seasonal)
- d) Delhi – India
- e) Guwahati – India
- f) Kolkata – India
- g) Kathmandu – Nepal
- h) Singapore – Singapore
- i) Bangkok – Thailand

2.4 Distribution System

Agents are given access to Drukair's inventory by means of KIU (KIU Passenger Services System (PSS)).

**3. Scope of Work**

Applicant should read all the terms and conditions contained in this RFP and its Annexures fully and carefully and any Application submitted pursuant hereto shall be deemed acceptance thereof. Application submitted in any form or on terms other than those prescribed in the RFP shall not be considered.

3.1 The selected Applicant will be appointed GSA in the territory assigned. The GSA is expected to represent Drukair across the territory in connection with the sale of air passenger transportation on behalf of Drukair.

3.2 The GSA is expected to make sales, direct and through its agents for the sale of air passenger transportation.

3.3 The GSA must either:

3.3.1 Furnish an irrevocable Bank Guarantee from a local bank in Bhutan, or from a corresponding foreign bank of a bank in Bhutan, OR

3.3.2 Security Deposit.

3.4 Provide a dedicated vehicle for the full-time official use of the representative of Drukair in the territory.

## REQUEST FOR PROPOSAL

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- 3.5 Provide, furnish and maintain at the sole expense of the GSA, a suitable, independent office space in its principle office, to be used exclusively for the transaction of Drukair business, with adequate and visible signage.
- 3.6 Conceptualise plan, supervise and execute all marketing and sales activities of Drukair in the territory assigned.
- 3.7 Execute to promote Drukair products and services that will assist the Management team in Commercial Division (HQ) in achieving the established sales budgets.
- 3.8 Ensure representation of Drukair in at least 3 other major cities in the territory assigned, apart from the GSA's principal office.
- 3.9 Provide a Regional Manager dedicated to promoting Drukair's product and services within the territory, who will act as the focal person in the assigned territory for all matters pertaining to Drukair.

#### **4. Period of Contract**

- 4.1 The initial contract period for the GSA is expected to be for three (3) years from the date of appointment (unless terminated earlier). This initial contract period may however be changed by Drukair at any time prior to the award of business.
- 4.2 By entering into an agreement with Drukair, the GSA undertakes and accepts that they shall not represent any airline(s) registered in Bhutan or operating to Bhutan in the capacity of an agency, representative, advisor, etcetera (list being non-exhaustive) during the period of GSA contract to avoid conflict of interest.

#### **5. Incentives**

The GSA shall be paid Sales Commission and Overriding Commission in accordance with the terms that will be set forth in the agreement.

#### **6. Prerequisite**

Applicant must have been in operation for a minimum of three years as an air travel agency before applying for the GSA.

#### **7. Requirements for Proposal**

- 7.1 Application should be properly executed by duly authorised personnel of the Applicant's agency.
- 7.2 Application should be duly completed in all respects as prescribed.

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## REQUEST FOR PROPOSAL

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7.3 Applicant may supply any additional information they consider necessary to supplement their Proposal(s). Evaluation will only be made against the direct responses to the RFP and additional information will be treated as supplementary for information purpose only.

### 8. Proposal Preparation

Applicant is required to submit application detailing the following information:

#### 8.1 Identification of Agency (legal entity which will hold the GSA)

Legal name of Agency.

- 8.1.1 Trade name, if different from above (a).
- 8.1.2 Full address and telephone number/s of the main office.
- 8.1.3 If registration is required by law of your country, please provide:
  - a) The trade registration and licence number of the agency.
  - b) The date that it was granted.
  - c) A copy of the trade license and any other relevant documents.
- 8.1.4 Date on which the office commenced operations as a travel agency.
- 8.1.5 Whether the agency is IATA or non-IATA.

#### 8.2 General Information

- 8.2.1 Specify type of business entity
  - a) Sole proprietorship
  - b) Partnership
  - c) Limited Liability company
  - d) Others (describe)
- 8.2.2 Please attach the following
  - a) Memorandum and Articles of Association, or Deed of Partnership, or other relevant documents.
  - b) Certificate of Incorporation, or business registration certificate, or other relevant documents.
- 8.2.3 Principal business of agency.
- 8.2.4 Specify details of any other business that the agency is engaged in.
- 8.2.5 Registered address of agency.
- 8.2.6 Date of establishment of agency.

8.3 Financial Information of the Agency.

8.3.1 Specify as applicable

- a) Registered capital
- b) Paid up capital
- c) Minimum paid-up capital required by the law of your company

8.3.2 Attach copies of your financial statements for the last 3 years, including balance sheet and profit & loss account, certified by the Auditors of the agency.

8.4 Ownership Structure of the Agency.

8.4.1 If a Sole proprietorship

- a) Name
- b) Address and telephone number of the Sole proprietor
- c) Percentage of time devoted to the Agency business

8.4.2 If a Partnership

- a) Name and designations of partners
- b) Address and telephone number/s
- c) Percentage of time devoted to the Agency business
- d) Percentage of Financial interest of each partner

8.4.3 If a Corporation

- a) When and where incorporated
- b) Name of the shareholders\*
- c) Address
- d) Details of shareholding
- e) Name and designation of Directors and Principal Officers

\* If you are a legal entity whose shares are listed on securities exchange or are regularly traded in an "over the counter" market, this information is not necessary. But a documentary of such listing may be furnished.

8.4.4 If none of the above applies, fully describe the type of business entity, when and where organised, and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address and telephone numbers and percentage of their time devoted to the agency business.



8.5 Details of Managers and Staff of Agency.

8.5.1 Attach a separate schedule setting out the names and experience in the travel industry of Senior Management, and the full-time staff members qualified and competent to sell international air transportation and issue travel documents, giving details as follows:

- a) Name.
- b) Position or title.
- c) Date of employment.
- d) Name of previous employer(s) and address/es.
- e) Date(s) of previous employment (month/ year).
- f) Qualifications and work experience in travel business.
- g) Total number of years of experience in the travel industry.
  - Format attached in Annexure A.
  - Details should include staff of Main Office, and Branch Offices, if any.
  - Supporting documents (such as employment letter, certificates, etc...) must also be attached.

8.5.2 Premises of Agency (provide details of the current offices)

8.5.3 Office Space

- a) City..... (Please specify)
- b) Floor location.
- c) The surface area of the office (sqft) edited
- d) Actual space utilised for the sale of international air transportation.
- e) Means of access the public has to the agency.
- f) If the entire office is not dedicated for the agency's travel business alone, indicate what portion of the office is for the travel business, and how it is separated from the other business/es.

8.5.4 What display facilities are available for advertising?

8.5.5 What are the normal business days and hours of the week?

8.5.6 Are the premises located at an airport or in the main business area of the city?

8.5.7 Describe the means by which the premises are identified as a travel agency.

8.5.8 Attach pictures of both the exterior and interior of the office.

8.5.9 Details of Branch Offices if any.

**8.6 Security of Traffic Documents and Airline Identification Plates.**

8.6.1 Describe the type of facility you have for the storage of your on-premises working supply of traffic documents, and other accountable documents.

8.6.2 Provide the name and address of the bank or equivalent off-premises facility, with which you have made security arrangements for the storage of your reserve supply of traffic documents.

**8.7 Business References**

Please provide:

- a) Two trade references;
- b) Three clients/ customers references.
- c) Kindly include contact names, telephone numbers and email addresses of the references as we may contact them.

**8.8 Time required to complete all formalities and registration for setting up office/s.**

**8.9 Process Schedule**

8.9.1 Applicant is required to submit a signed copy of their Proposal to the address mentioned below, in a sealed envelope. Applicant must also submit their Proposal by email before the due date, with the sealed original copy of their Proposal to reach the address below subsequently. Applicant must also enclose a soft copy of their Proposal on a USB. The submission should clearly be marked "Proposal for Appointment as Online Passenger General Sales Agency in Bangladesh" and addressed to:

Mr. Sonam Wangchuk,  
Off. Head of Commercial Division,  
Drukair Corporation Limited,  
Nemeyzampa,  
Paro, Bhutan.  
Email: [swangchuk@drukair.com.bt](mailto:swangchuk@drukair.com.bt)

8.9.2 Please note that the Proposal must be mailed to Drukair, at the above-mentioned address, on or before 31<sup>st</sup> October 2021.

8.9.3 Any enquires relating to this RFP must be made in the first instance to the persons specified herein in writing by email. All queries will be entertained until

## REQUEST FOR PROPOSAL

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31<sup>st</sup> October 2021 and Drukair will ensure that any such queries are clarified within five working days.

|         |  |
|---------|--|
| Name    | Mr. Thinlay Jamtsho, In-Charge Corporate & Research Unit, Marketing Section, Commercial Division |
| Email   | <a href="mailto:thinlay.jamtsho@drukair.com.bt">thinlay.jamtsho@drukair.com.bt</a>               |
| Copy to | Ms. Ugyen Choden, Assistant R&A Officer, Marketing Section, Commercial Division                  |
| Email   | <a href="mailto:ugyenchoden@drukair.com.bt">ugyenchoden@drukair.com.bt</a>                       |

### 8.10 Evaluation and Award Process

8.10.1 Drukair will have no obligations arising from this RFP unless and until it enters into a definitive agreement with the selected Applicant.

8.10.2 Drukair does not bind itself to accepting the lowest or any other Proposal for appointment as its GSA and does not commit to awarding any business and may, at its discretion, either award in whole or part, or not at all.

8.10.3 Applicants wishing to personally present a PowerPoint of their Proposal to Drukair in Bhutan can do so, but all costs shall be borne by the Applicants themselves. Drukair shall not be liable in any manner for any costs and expenses related to, but not limited to, the preparation, submission, and travel associated with the RFP.

8.10.4 The assessment of the Proposal may include a visit by Drukair representatives to any relevant facilities/ locations currently operated by the Applicant.

8.10.5 Drukair will award the contract, in its sole discretion, on the basis of the Proposal that gives the best value to Drukair economically and operationally. The criteria that Drukair will use to determine the best value economically and operationally, in no order of importance, are:

- a) Ability to deliver the required services in a diligent manner.
- b) Quality of service.
- c) Financial soundness.
- d) Innovations.
- e) Cost to Drukair.

## REQUEST FOR PROPOSAL

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- f) Marketing plans to recover after the pandemic.
- g) Availability of the required dedicated number of high-quality personnel with required skills and experience for the specific approach proposed.
- h) The financial credentials of the applicant's agency.

### 8.11 Confidentiality

By accepting and participating in this RFP process, Applicants undertake to, and agree, that they shall maintain and cause its members, directors, officials, employees and agents to maintain discussions and information exchanged between Drukair and the Applicant as confidential, and shall not disclose, publish, part with, or sell to any person, in any manner, any information, data drawing, correspondence of documents (whether oral or in written or any other form) in relation to the same.

### 8.12 Canvassing and Collusive Tendering

8.12.1 Any Applicant who directly or indirectly canvasses any employee of Drukair and/or its subcontractors concerning the preparation of the Proposal or the award of the contract for provision of the services will be immediately disqualified.

8.12.2 Any Applicant who undertakes or engages in the following shall be forthwith disqualified:

- a) Fixes or adjusts the Proposal by or in accordance with any agreement or arrangement with any person; or
- b) Communicates to any person other than Drukair the amount or approximate amount of the proposed application (except where such disclosure is made in confidence in order to obtain insurance, etcetera); or
- c) Offers to give, or agrees to give, to any person in Drukair any gift or consideration of any kind whatsoever as an inducement or reward for doing or forbidding to do, or for having gone or forborne to do, any act in relations to the obtaining or execution of this or any other request for proposal/ tender for Drukair, or for showing of forbearing to show favour or disfavour, to any person in relation to this or any other request for proposal/ tender for Drukair.

**8.13 Selection of Proposals Submitted**

After selections, Drukair shall issue a Letter of Award (LOA), in duplicate to the selected Applicant. The selected Applicant shall, within five working days of the receipt of LOA, sign and return the duplicate copy of LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Applicant is not received by the stipulated date either through email or mail, Drukair reserves the right to appoint any other Applicant as its GSA in the respective territory.

**REQUEST FOR PROPOSAL**

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**Annexure A**

Staff Details

Name of the company: .....

Location: Bangladesh

| Name of Senior Management and Staff | Position or Title | Date of Employment | Name of Previous Employer(s) and Address(es) | Date(s) of Previous Employment (Month/Year) | Position Held in Previous Employment | Qualifications & Work Experience in Travel Business | Years of Experience in Travel Industry |
|-------------------------------------|-------------------|--------------------|--|---|--------------------------------------|---|--|
|                                     |                   |                    |  |   |                                      |   |  |

Please provide details of Main office and Branch office(s), if any.