

## FORMAL ADVICE FOR TENDER

for the receipt, customs clearance (as required), sortation and delivery of EMS items in Austria, Denmark, Germany, Luxembourg, the Netherlands, Slovenia and Switzerland.

EMS is the international express service of Universal Postal Union (UPU) postal administrations. A group of over 120 postal administrations also members of the EMS Cooperative and representing a large proportion of the world EMS traffic wishes to identify companies capable of delivering their EMS items in Austria, Denmark, Germany, Luxembourg, the Netherlands, Slovenia, and Switzerland.

The basic requirements expected from all contractors tendering to provide such services in one or more of these countries are as follows:

- **Express delivery capability** to all addresses in the destination country through the delivery network of the company and its main associates.
- Able to demonstrate a record of highly reliable delivery and scanning of bar-coded traffic.
- Ability to manage timely customs clearance of items from outside the EU.
- Delivery to main centers on the day of arrival, with the ability to deliver before 10.00 or noon to as many areas as possible.
- Delivery on the following day for remote areas.
- Computerized track and trace facilities, with the ability to transfer (via an electronic mail box) data to originating postal administrations.

Bidders will be asked to provide the most competitive delivery standard and rates for a defined delivery area structure for each country. Referential date for the receipt of the tenders and supporting documentation will be 16 January 2004 (Noon).

Copies of the detailed solicitation and tender documentation will be available until 12 December 2003 from the address below. Tenders must be drawn up in English.

The Manager  
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