



## Annex 1

### Terms of Reference

#### For Common UN Messenger Service (Yangon-Nay Pyi Taw and Nay Pyi Taw-Yangon)

##### Background

The United Nations System in Myanmar is seeking a reliable Service Provider for a common UN Messenger Service for (Yangon-Nay Pyi Taw and Nay Pyi Taw-Yangon) for its operation in Myanmar. The Service Provider is expected to be in charge of the collection and delivery of mail, including official correspondence and packages between UN Offices in Yangon, Nay Pyi Taw and the Government Offices at Nay Pyi Taw.

##### Purpose

1. The United Nations System in Myanmar seeks a reliable common UN Messenger Service (Yangon-Nay Pyi Taw-Yangon) for its operation in Myanmar for reliable and expeditious delivery of official correspondence and packages to and from the UN and government offices in Nay Pyi Taw.

##### Conditions

1. The UN Common Messenger Service Provider has to be a legal entity in compliance with the Laws of the Government of the Republic of the Union of Myanmar.
2. The UN Common Messenger Service Provider shall be in charge of collection and delivery of mails, including official correspondence and packages between UN Offices in Yangon, Nay Pyi Taw and Government Offices at Nay Pyi Taw.
3. The UN Common Messenger Service Provider shall collect mail from UN agencies offices in Yangon (list of office locations attached hereto) between 11:00 a.m. and 3:00 p.m on daily basis, except for public and UN holidays in Myanmar as per schedule provided by the respective agencies and ensure delivery to addresses in Nay Pyi Taw.
4. The UN Common Messenger Service Provider shall take charge of the delivery of mail before 10:00 a.m on daily basis, except for public and UN holidays in Myanmar.

##### Financial, Price and Payment Terms

1. The quoted monthly service charge should be fixed for three years.
2. For satisfactory completion of services, a UN Organisation shall pay the fee on monthly basic as per LTA.
3. The UN Common Messenger Service Provider shall be fully responsible for payment of salary and other benefits to its staff as required by the governing labour laws of the Republic of Union of Myanmar.

##### Contract Terms

1. After review of the submitted proposals from the messenger service providers by the Reviewing Committee, the best agent would be selected for the Common UN Messenger Service.
2. Long Term Agreement duration shall be for three years. Annual institutional contract shall be signed with service provider which may be extended upon satisfactory performance.
3. The contractor shall provide UNDP with weekly reports on the work done.