

## **Call for tenders: mail and archive services**

### **Detailed list of tasks**

#### *Mail*

- Pick-up of incoming mail from Berne 15 post office
- Opening, allocation and sorting of mail based on the organization's units, staff and priorities
- Registration and scanning of mail addressed to the Executive Management
- Registration of items with proof of delivery (registered delivery items, parcels, express items)
- Allocation of incoming faxes
- First delivery to the Executive Management at 8.00
- First mail delivery round (including second delivery to the Executive Management) at approx. 9.00, and collection of outgoing mail
- Sorting of outgoing mail collected
- Distribution of registered letters against signature
- Distribution of parcels
- Third delivery to the Executive Management at 14.00
- Second mail delivery round at approx. 14.30, and collection of outgoing mail
- Insertion into envelopes, including bulk mail
- Franking of outgoing mail, packaging of parcels
- Updating of mailing lists
- Drop-off of outgoing mail at Berne 15 post office
- Registration and numbering of cheques
- Response to mail-related queries and requests for information
- Updating of staff pigeonholes following transfers and departures from service
- Registration of bags for delegates during meeting sessions
- Ordering and management of mail supplies (envelopes, various shipment materials, etc.)
- Scanning

#### *Documentation*

- Preparation of document dispatches
- Insertion in envelopes and sending of documents
- Numbering of circular letters
- Management of distribution of publications to member countries
- Updating of the mailing address database

*Invoicing*

- Recording of special postal service mail dispatches
- Printing and verification of terminal dues statements
- Sending of invoices relating to special postal service mail dispatches to member countries

*Inventory*

- Updating of IB furniture inventory based on purchases, moves and items scrapped
- Full annual inventory of furniture
- Updating of inventory of donations based on new items received/items scrapped

*Archives*

- Classification of archive files
- Archiving of reference documents according to internal rules
- Elimination of obsolete archive files

*Office supplies*

- Management of stocks of office supplies
- Comparison of prices of office supplies from different providers
- Ordering of office supplies
- Distribution of supplies

*Management of conference rooms*

- Preparation of conference rooms based on room layout diagrams
- Preparation of technical infrastructure (e.g. PCs, projectors, wireless microphones)
- Operation of technical equipment during meetings
- Recording of discussions
- Storage of recordings based on defined storage timescales
- Organization of audiovisual and other equipment in small meeting rooms
- Provision of assistance to interpreters
- Management of the dynamic display system

*Administration*

Various administrative tasks

*Library*

In the absence of the librarian, provision of cover for the most urgent tasks, e.g. circulation of newspapers, searches in archive files