

**EMBASSY OF PAKISTAN
COPENHAGEN

INVITATION OF BID

The Embassy of Pakistan Copenhagen invites applications for the vacant position of a messenger in the Embassy (Lundegårdsvej 2, 2900 Hellerup – Copenhagen) from local based individuals and human resource firms, registered respectively with concerned Tax authorities as per description/detail given in tender No.03 dated 26-12-2023.

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COPENHAGEN**

Tender No.03 Dated 26-12-2023

The interested local based individuals (having legal work permit in the Denmark) and HR firms may submit their rates/salary demand as per following post/job description and eligibility criteria:

S#	Post	Job Description	Eligibility Criteria
1.	Messenger	<p>Mail delivery services in office and outside in a safe, efficient and courteous manner observing all road traffic rules, while maintaining a good tracking system for all handled mails.</p> <p>Perform administrative duties as may be required to support the effective running of the transport operations.</p> <p>Perform driving duties as and when required by the Embassy.</p> <p>Perform Waitering duties as and when required by the Embassy.</p>	<p>Lower Secondary School Education.</p> <p>Legal resident of Denmark or EU.</p> <p>Must have a minimum of two years prior work experience.</p> <p>Valid driving license holder will be preferred.</p>
		<p>Responsible for delivery mails from/to various Diplomatic Missions, government offices and private establishments.</p> <p>Collection and delivery of daily newspapers.</p> <p>Liaise with postal services.</p>	

Terms and Conditions

- i. The Quotation/Tender should only be sent in sealed envelope via postal mail/courier addressed to [Head of Chancery, Embassy of Pakistan Copenhagen, Denmark](#) on or before 10 January, 2024 on following address:-
Valeursvej 17, 2900 Hellerup, Denmark
- ii. The applications/offers will be opened on 11th January, 2024 at 1000 hours.
- iii. The applicant who provides incorrect information shall stand disqualified and will be debarred under rule 19 of the PPRA Rules (2004) (as amended up to date).
- iv. The quoted salary shall be inclusive of all taxes/VAT, if applicable.
- v. Procuring/employing entity i.e Embassy of Pakistan, Copenhagen (Denmark) would reserve the right to accept or reject any bid on technical/administrative grounds under Rule 33 (1) of PPRA Rules 2004 (as amended up to date).


(Dr. Shomaila Usman)
Head of Chancery
Embassy of Pakistan, Copenhagen