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Tower D, Level 14
International Waterfront Centre
1A, Wrightson Road
PORT OF SPAIN

PERSONAL & CONFIDENTIAL

IC: 1/10/16

October 28, 2021

Invitation to Bid for the services of a Process Server

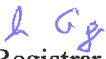
You are invited to submit a bid to provide services of a Process Server for the office of the Integrity Commission.

By participating in this bid you are indicating your acceptance to be bound by the guidelines set out in the terms of reference.

Please direct any questions regarding the invitation to bid to Ms. Isha George, Registrar (Ag) at procurement@integritycommission.org.tt. You should not contact any other personnel from the Integrity Commission unless directed to do so by Ms. George.

I look forward to receiving your response.

Yours faithfully


Registrar (Ag)
Integrity Commission

TERMS OF REFERENCE

Invitation to Bid

1. Background

The Integrity Commission is the apex institution for the promotion and preservation of integrity in Trinidad and Tobago. The office of the Integrity Commission occupies one (1) floor which is located on Level 14, Tower D, International Waterfront Centre, Wrightson Road, Port of Spain.

2. Purpose of the Assignment

To provide the services of a Process Server for the Integrity Commission.

3. Scope of Services

The Process Server will be required to perform the following services:

- Deliver legal documents by hand to non-compliant declarants in accordance with the Consolidated Civil Proceedings Rules 2016.
- Locate individuals to be served with the ex parte documents.
- Liaise and work closely with the Legal Unit to ensure that service is properly executed and provide any necessary ancillary support
- Prepare reports and maintain delivery records of persons served.
- Execute affidavits in support of service.
- Attend Court proceedings when required.
- Adhere to all rules, regulations and protocols related to his/her duties.
- Performs other duties as required by the Legal Unit.

4. Rejection of bids

The Integrity Commission reserves the right to reject any and all bids and in particular to reject a bid received after the deadline for bids or bids that are not accompanied by the required documents or a bid in any way incomplete. The Integrity Commission further reserves the right to accept the proposal which is to the best interest of the Integrity Commission.

5. Characteristics of the assignment

Type: Contract of Services for Process Server (Individual contract).

Location: Level 14, Tower D, International Waterfront Centre, Wrightson Road, Port of Spain.

Duration: Contract for a period of six (6) months.

6. Minimum qualifications and work experience

- Minimum of three (3) years' experience in driving a motor/ light goods vehicle. Must possess a vehicle.
- Minimum of two (2) years' experience as a legal clerk or process server performing similar duties.
- Familiarity with court proceedings and legal practices.
- Possession of a valid Trinidad and Tobago Driver's Permit with endorsement for a light motor vehicle.
- Possession of a Police Certificate of Good Character.

7. Documents to be submitted

Curriculum Vitae
Quotation

Interested parties should submit their proposals by email to procurement@integritycommission.org.tt on or before November 5, 2021 at 4:00 p.m.