



Trinidad and Tobago Bureau of Standards

1-2 Century Drive, Trincity
Industrial Estate Macoya,
Tunapuna
Trinidad, West Indies

EXPRESSION OF INTEREST (EOI)

EOI REF #: TTBS 2024-LEGAL & HR 009

EOI DATE: 2025-02-10

PROVISION OF LEGAL SERVICES

Closing Date – 2025-03-07 at 1:00 p.m. AST

**Expression of Interest for the Provision of Legal Services
EOI Ref # 2024-LEGAL & HUMAN REOURCES 009**

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1) BACKGROUND

The Trinidad and Tobago Bureau of Standards (TTBS) has the statutory responsibility for the quality of goods and services subject to trade in Trinidad and Tobago. TTBS is a corporate body established on 1974-07-08 and is governed by the authority of the Standards Act Chapter 82:03 and the Metrology Act, Chapter 82:06. TTBS operates under the aegis of the Ministry of Trade and Industry (MTI).

The main business of TTBS is to promote and encourage the development and maintenance of standards; establish standards to improve goods produced or used in Trinidad and Tobago; ensure industrial efficiency and development; and promote public and industrial welfare, health, safety and protection of the environment. This mandate covers all goods except food, drugs and cosmetics.

TTBS has initiated a process for selecting an Attorney/Law Firm to be engaged in from time to time for the provision of legal services to the organization.

The areas upon which legal services may be required include, without limitation:

Specialized Areas

- Employment and Labour Relations;
- Litigation (Judicial review, Procurement and Commercial matters);
- Arbitration;
- Mediation
- Corporate Governance

General Areas

- General Legal Advice.

Attorney/Law Firm are invited to submit proposals to be considered for engagement for the provision of legal services to TTBS.

2) ELIGIBILITY REQUIREMENTS

For the Attorney/Law Firm to be eligible for evaluation and further consideration for selection, they must:

Be in good standing with the Law Association of Trinidad and Tobago and submit the following documents with the expression of interest:

- a) Certified copies of valid practicing certificates for Attorneys/Law Firms, current as at the date of submission;
- b) Income Tax Clearance Certificate from BIR for companies/firms
- c) Value Added Tax Clearance for companies/firms;
- d) National Insurance Scheme Compliance Certificate valid as of the deadline date for submission of Proposals, or a letter of exemption from the National Insurance Board
- e) Office of Procurement Regulator Certification registration number
- f) Ethics and Professionalism Commitment
- g) The schedule of fees for legal services is expressed in hourly rates. A distinction should

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be made between fees for administration, Junior and Senior Counsels, Instructing and Advocate Attorneys;

- h)** Evidence of Professional Indemnity cover (if applicable)
- i)** Evidence of work completed to support competence e.g. judgements granted in favour of clients, specifically in litigation, Judicial Review and Industrial Relations matters.
- j)** Experience for the past five (5) years showing major transactions undertaken;
- k)** Confirmation that there does not exist any conflict which would prevent the Law Firm or, as the case may be, any partner or professional associate from providing services to TTBS; and
- l)** Details of any litigation, enforcement, or disciplinary actions against the Attorney/ Law Firm, its partners, or professional assistants relating to professional services during the last five (5) years under the Legal Profession Act Chapter 90:03 and/or any other related laws in the Republic of Trinidad and Tobago and/or regionally and/or internationally.
- m)** Familiarity with the Standards Act Chapter 82:03, Metrology Act Chapter 82:06 OSH Act, Industrial Relations Act, Consumer Protection and Safety Act Chapter 82:34, Fair Trading Act, Environmental Management Act and the general work of the TTBS.
- n)** Access to the Property Business Registration System (PBRS) and the Companies Registry Online System (CROS).
- o)** Educational background and experience of Attorneys in the firm/chambers

3) BUSINESS ASSESSMENT

- a)** Summarize your practice historical relationship with other stakeholders, including legal services provided;
- b)** Comment on the level of client support you will provide, including relationship management, dedicated resources, and complaint resolution procedures.
- c)** List the value-added services (apart from the provision of legal advice) you could immediately and would be prepared to provide to TTBS in the future.

4) RESOURCING

- a)** Provide details of security checks performed on your staff.
- b)** Indicate details of your business continuity plan.
- c)** Describe the quality control procedure you use to supervise or monitor work done by candidate Attorneys or interns.

5) OPERATIONS

- a)** Describe your legal research capabilities and any software applications used to support them.
- b)** Describe your IT support, Disaster Recovery and systems backup procedures.
- c)** Indicate what is afforded under the retained EOI without additional cost, such as calls, document review, recommendations, etc.

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6) DISCLAIMER

TTBS shall not be responsible for any cost incurred by any Attorney or law Firm in preparing or submitting any proposal or procuring or contracting any services.

Selection does not confer exclusivity rights nor guarantee that an Attorney/ Law Firm will receive instructions from TTBS.

TTBS reserves the right to accept, reject or cancel the Expression of Interest

7) CLARIFICATION ON REQUIREMENTS OF EOI

TTBS reserves the right to request clarification from parties submitting proposals after the Deadline for Submission.

Any request for clarification must be made in writing and sent via email to procurement.officer@ttbs.org.tt

Any request for clarification sent to any address other than those stated above shall be considered invalid.

TTBS will issue responses to valid requests for clarification in writing via e-mail.

8) SUBMISSION OF DOCUMENTS

Responses must be submitted electronically in PDF format with the subject “**Provision of Legal Services**” no later than 1:00 p.m. Friday, 7th March 2025, to

procurement.officer@ttbs.org.tt

The submission must be addressed to:

The Named Procurement Officer

Trinidad and Tobago Bureau of Standards (TTBS)

1-2 Century Drive Trincity Industrial Estate

Macoya.

TTBS may, at its sole discretion, extend the submission deadline stated above by issuing an amendment. In this case, all Bidders shall be notified in writing and shall, therefore, be subject to the new deadline as extended.

9) SELECTION CRITERIA

The shortlisting of applicants will be based on a scoring system where the bidder must achieve a minimum score of 60 to be considered.

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NO	CRITERIA	WEIGHT
1	Expertise and Experience	40
	Relevant Practice areas: Experience in the specific legal areas outlined above	
	Years of experience: Depth of experience of key personnel and the firm	
	Representative Clients: List of similar clients or cases handled. Demonstrated success in handling similar matters	
2	Academic and Professional Qualifications and skills of team/ key personnel	40
	Education and credentials: Background and professional qualifications of attorneys.	
	Team Composition: Diversity, size and balance of seniority among the team	
	Professional Recognition: Awards, certifications, or recognitions	
3	Cost and Fee Structure	20
	Pricing Transparency: Clarity in the breakdown of fees and charges expressed in hourly rates. distinction should be made between fees for administration, Junior and Senior Counsels, Instructing and Advocate Attorneys;	
	Alternative fee arrangements: Willingness to provide flat fees, retainers, or other flexible pricing structures	

10) CONFIDENTIALITY

The Bidder shall treat all information supplied by TTBS in connection with this EOI as confidential, save for such information that may be disclosed so far as is required for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of its Bid.

All information supplied by bidders in response to this EOI shall be treated as confidential by TTBS unless law requires disclosure.

The Bidder shall not, except as authorised by TTBS or required by the stipulated duties under the contract, use for the Supplier's own benefit or gain or divulge to any persons, firm, company or other organization whatsoever any confidential information belonging to the Government/TTBS or relating to the affairs or dealing which may come to the supplier's knowledge during the engagement. This restriction shall cease to apply to any information or knowledge which may subsequently come into the public domain other than in breach of this clause.

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11) CANCELLATION OF THE EOI PROCESS

TTBS reserves the right to cancel the EOI process in its entirety or partially for any reason without defraying any costs incurred by bidders. Notice of such cancellation will be communicated to all participating bidders.

This EOI is an invitation for expression of interest and not an offer. By submitting an EOI, applicants acknowledge that this does not constitute a contract or offer of any kind. TTBS make no representation, warranty, assurance, guarantee, or endorsements concerning the EOI or any data shared.

12) PROCUREMENT PROCESS

The procurement process will follow the laid down procedure by the Public Procurement and Disposal of Public Property Act, 2015.

The currency for payment of Attorney/Law Firm will be Trinidad and Tobago Dollars.

END OF DOCUMENT