



# POINT FORTIN BOROUGH CORPORATION

## EXPRESSION OF INTEREST (EOI) – LEGAL COUNSEL

The Point Fortin Borough Corporation (PFBC) is soliciting “Expressions of Interest” from competent and experienced individuals, firms, joint ventures or consortia; capable of providing the full range of services as described herein.

### 1.0 Background

The PFBC intends to undertake the development of a Panel of External Legal Counsel to be called upon to assist the Corporation with various matters as per specific areas of expertise as required by the PFBC. Interested parties must demonstrate its capability of handling assigned matters that will include but not be limited to the following areas:

- Labour and Employment Law
- Trade Disputes and / or Tribunals
- Corporate and Commercial Law
- Corporate Governance / Compliance
- General Litigation (Civil Law)
- Insurance Law
- Public Law / Judicial Review
- Public Procurement Law
- Property Law / Conveyancing
- Criminal Law
- Tort / Personal Injury
- Municipal Law / Offences under the Municipal Corporations Act Chapter 25:04

### 2.0 Scope of Services

Among other actions, the individuals, firms, joint ventures or consortia will be required to:

- Provide oral and written Legal Advice and / or Legal Opinions on matters specific to their particular areas of expertise.
- Conduct litigation and representation at Tribunals on behalf of PFBC
- Draft, review and advise on commercial agreements, legal documents, contracts etc.
- Provide custody of all pleadings and documents on litigation matters.

### 3.0 Content of EOI Responses

- (i) Individual and / or company profile.
- (ii) Area of expertise in the particular area(s) with a minimum of five (5) years' work experience,
- (iii) Three (3) recent client references with contact details of the persons of reference to facilitate enquiries.
- (iv) Curriculum Vitae of individuals likely to be assigned to legal matters and a governing organizational structure in the instance of a Firm.
- (v) Proof of Registration of Firm / Practising Certificate of Attorney/s.

### 4.0 Submission Details

Completed EOIs must be addressed to:

**The Chief Executive Officer  
26-30 George Road, Mahaica  
Point Fortin**

and either directly submitted in person, mailed or emailed to **pfbc80@gmail.com** on or before Friday 21st March 2025.

Proponents shall bear all of the costs associated with the preparation and submission of the EOI.

The PFBC is not bound to accept any of the EOIs submitted.

**VICTORIA ALLUM  
CHIEF EXECUTIVE OFFICER (AG.)  
POINT FORTIN BOROUGH CORPORATION**

---