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SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO

PRACTICE DIRECTION

FILING OF DOCUMENTS IN CHAMBER COURT

ORDER 1, RULE 10(2) OF THE ORDERS AND RULES OF THE SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO, 1975

AFTER consultation with judges of the High Court the Chief Justice has issued the following Practice Direction pursuant to the provisions touching on the practice in the Civil Chamber Court:

Effective from September 16, 2003—

- (i) In every application for hearing before a Judge or Master in Civil Chambers, the applicant shall identify in the summons or motion by which the application is made so far as may be applicable, the statutory provision, the order and rule of the Rules of the Supreme Court, 1975 under which the application is made or whether it is made under the inherent jurisdiction of the Court.
- (ii) Where the application is made on affidavit the deponent shall state in the body of the affidavit, so far as may be applicable, the statutory provision, the order and rule of the Rules of the Supreme Court, 1975 under which the application is made or whether it is made under the inherent jurisdiction of the Court.
- (iii) Attention is drawn to the provisions of O.41 r.9(3) which require, *inter alia*, that every affidavit must be endorsed with a note showing on whose behalf it is filed. The endorsement referred to above, should be made on the top right hand corner of the first page of every affidavit as well as on the last page. In addition, there must be endorsed on the top right hand corner of the first page of every affidavit and on the back sheet thereof in clear legible characters: (i) the initials and surname of the deponent; (ii) the number of the affidavits in relation to the deponent; and (iii) the date when sworn so that for example, the endorsement should read:
Filed on behalf of the Plaintiff: J. Doe (2) 26.05.02.
- (iv) Where a deponent deposes to more than one affidavit to which there are exhibits or annexures in any one matter, the number of such exhibits or annexures should run consecutively throughout and not begin again with each affidavit.

Dated this 25th day of June, 2003.

S. SHARMA
Chief Justice

1511

TENDERS FOR THE SUPPLY AND DELIVERY OF COMPUTER EQUIPMENT FOR THE CIVILIAN CONSERVATION CORPS MINISTRY OF NATIONAL SECURITY

TENDERS are invited for the supply and delivery of Computer Equipment for the Civilian Conservation Corps, Ministry of National Security.

Tender documents can be collected at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain during normal working hours. Further information can be obtained from Major Albert Griffith, Programme Director, Civilian Conservation Corps, Beetham Gardens, Port-of-Spain. Telephone Numbers: 625-0835, 4222/3985.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates.

One (1) original and two (2) copies of the proposals should be placed in sealed envelopes clearly marked: "Tender for the supply and delivery of Computer Equipment for the Civilian Conservation Corps, Ministry of National Security" and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain. The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office no later than 1.00 p.m. on Thursday 7th August, 2003.

Tenders will be opened publicly shortly thereafter at the Board's Office. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

M. MARCANO
Chairman,
Central Tenders Board

18th July, 2003.

1512

TENDERS FOR THE SUPPLY AND INSTALLATION OF SEATS AT THE ARIMA VELODROME FOR THE ARIMA BOROUGH CORPORATION, MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for the supply and installation of five hundred (500) Seats at the Arima Velodrome for the Arima Borough Corporation, Ministry of Local Government.

Tender documents may be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain.

Any further information can be obtained during normal working hours from Mr. Alvin John, Civil Engineer II, Ministry of Local Government at Telephone Number 622-1921.

Tenderers are required to pay a tender deposit of three hundred dollars (\$300.00) to the Director of Contracts by cash or certified cheque and attach the original receipt to the tender.

A pre-tender meeting will be held at the Corporation's office at 10.00 a.m. on Wednesday, 6th August, 2003, followed by a site visit.

Prospective tenderers are required to visit the site in order to acquaint themselves with conditions which may influence their tender.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not less than six (6) months prior to the closing date of the tender.

Separate sealed tenders in duplicate will be received up to 1.00 p.m. on Thursday, 14th August, 2003. Envelopes must be addressed to the Chairman, Central Tenders Board and marked on the outside: "Tender for the Supply and Installation of Seats at the Arima Velodrome for the Arima Borough Corporation, Ministry of Local Government", and must be deposited in the Brown Tenders Box located in the lobby of the Board's Office.

Tenders will be opened shortly thereafter. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

28th July, 2003

S. BABOOLAL
Acting Chairman,
Central Tenders Board

1513

TENDERS FOR THE SUPPLY AND DELIVERY OF COMPUTER EQUIPMENT TO THE ARIMA BOROUGH CORPORATION, MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for the supply and delivery of four (4) Desktop Computers to the Arima Borough Corporation, Ministry of Local Government.

Tender documents can be collected at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain during normal working hours. Any further information can be obtained from Mr. Ellis Daniel, Computer Co-ordinator, Ministry of Local Government at Telephone Number. 622-1979 Extension 253.

Tenders must be accompanied by valid Income Tax and Value Added Tax Clearance Certificates dated no more than six (6) months prior to the closing date of the tender.

Tenders in duplicate should be placed in sealed envelopes clearly marked: "Tender for the supply and delivery of Computer Equipment to the Arima Borough Corporation, Ministry of Local Government" and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain. The envelopes must be deposited in the Brown Tenders Box located in the lobby of the Board's Office no later than 1.00 p.m. on Thursday 14th August, 2003.

Tenders will be opened publicly, shortly thereafter at the Board's Office. The tenderer or his representative may be present at the opening.

Late tenders will not be considered in any circumstances.

The Board does not bind itself to accept the lowest or any other tender.

28th July, 2003.

S. BABOOLAL
Acting Chairman,
Central Tenders Board