

Form 1: Confirmation of Service – Rule 5.10

..... (Name of Applicant/Respondent/Interested Party) (Name of Representative)
..... (Name of Organisation) (Name of Organisation, if any)
..... (Mailing Address) (Mailing Address)
..... (Business Address, if different) (Business Address, if different)
..... (Phone) (Phone)
..... (Email) (Email)

REPUBLIC OF TRINIDAD AND TOBAGO
 BEFORE THE OFFICE OF PROCUREMENT REGULATION
 CP

In the matter of

(Name of Applicant-Supplier/ Contractor)

AND

.....

(Name of Respondent-Procuring Entity)

CONFIRMATION OF SERVICE

1. I,(full name) of (full business address), (occupation) hereby state that the contents of this Confirmation of Service Form are true and accurate to the best of my knowledge, information and belief .
2. I hereby state that on behalf of the Applicant/ Respondent, I served on(full name of Applicant/Respondent), in the manner set out at paragraph 3, the (name of document served) which was filed on behalf of (full name of Party on whose behalf the document was filed) onday of, 20.....

3. (To be completed where the document was personally served)

On theday of, 20..., at (time),
.....(full name of recipient) belonging to the Applicant/
Respondent accepted service of the said (name of
document served) and endorsed his/ her name and returned same to me. A true copy
of the said endorsed document is hereto attached and marked "A".

(To be completed where the document was served via electronic transmission i.e.
email)

On theday of, 20..., at (time), I emailed the said
.....(name of document) to
.....(full name of recipient) belonging to the
Applicant/ Respondent and using the email address
(email address of recipient) and the said document was delivered electronically. A true
copy of the email with the said document that was electronically delivered is hereto
attached and marked "B".

Dated thisday of, 20.....

Name in block letters

Designation in organisation or state if Representative..

Signature