

# Expression of Interest

## Bailiff Services

### Conservation Tips

#### IN THE KITCHEN

- A dripping faucet can waste up to 7,600 litres (2,000 gallons) of water per year.
- Wipe away gravy, grease and food scraps from plates and bowls before washing.
- If you wash dishes by hand, don't leave the water running for rinsing. If you have two sinks, fill one with soapy water and one with rinse water. If you have only one sink, gather washed dishes in a dish rack and rinse them with a panful of water. Similarly, don't let the faucet run while you clean vegetables. Just rinse them in a sink or a pan of clean water.

#### OUTDOORS

- Instead of washing drive-ways, sidewalks, gutters and steps, use a hard broom to sweep these areas.
- Don't use fresh water for your plants and garden. Save the rinse water from your kitchen or laundry, and do your watering in the early morning - this prevents fungus growth, which occurs when you water at dusk.
- Don't let your children play with taps, hoses and sprinklers. Their innocent frolic on a hot day could waste hundreds of gallons of precious water.
- Wash your car with a bucket of water and a rag, not a running hose.

The National Water Commission, Eastern Division is seeking the services of Bailiffs to work in the parishes of Kingston, St. Andrew, St. Thomas, Portland, Clarendon, St. Mary and St. Catherine. The services will be contracted for a period of one year with the option to renew at the end of the period.

**The bailiffs will be required to: -**

- Prepare, issue and serve summons and any other document as determined by the NWC
- Attend court as a witness
- Conduct proceedings on the company's behalf

All interested persons must possess a valid Bailiff License for the parish of interest. Bailiffs will also be required to possess valid Tax Compliance Certificate (TCC) and Tax Registration Numbers (TRN). A valid registration with the National Contracts Commission is also required.

*Documents may be collected Monday to Friday between 9:00 a.m. and 4:00 p.m. starting September 14, 2009 from:*

**REVENUE RECOVERY MANAGER, EASTERN DIVISION  
NATIONAL WATER COMMISSION  
4 MARESCAUX ROAD  
KGN 5**

***Tenders must be submitted in plain, sealed envelope, clearly addressed:***

**TENDER FOR BAILIFFS SERVICES  
"THE TENDER BOX"  
NATIONAL WATER COMMISSION 18 OXFORD ROAD  
KINGSTON 5  
JAMAICA, WEST INDIES**

Tenders will be received up to 10:00 a.m. on **Thursday, October 14, 2009**, after which no further offers will be accepted. Opening of tenders will take place at 10:15 a.m. on the same day, in the conference room at 18 Oxford Road. Applicants are invited to send a representative to the opening.

The "Tender Box" is located in the cashiers section, to the immediate left after entering the building at 18 Oxford Road.

**NO LATE OFFERS WILL BE ACCEPTED.  
THE NWC IS NOT OBLIGED TO ACCEPT  
ANY OFFER.**



*An Agency of the Ministry of  
Water and Housing*