



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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1690

APPOINTMENT OF JUSTICES OF THE PEACE

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General, has been pleased to appoint JOHN DICKSON, Acting Clerk of the Peace II, to be a Justice of the Peace (*ex officio*) for the Magisterial District of St. George West, during the period which he holds office.

Dated this 13th day of August, 2010.

T. RAMLOGAN
*for Permanent Secretary,
Ministry of the Attorney General*

1691

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General, has been pleased to appoint DEBORAH MARCHAND, Acting Section Manager and Second Deputy Marshal, to be a Justice of the Peace (*ex officio*) for the Magisterial District of St. George West, during the period which she holds office.

Dated this 13th day of August, 2010.

T. RAMLOGAN
*for Permanent Secretary,
Ministry of the Attorney General*

1692

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General, has been pleased to appoint DANIEL WILLIAMS, Acting Clerk of Appeals, to be a Justice of the Peace (*ex officio*) for the Magisterial District of St. George West, during the period which he holds office.

Dated this 13th day of August, 2010.

T. RAMLOGAN
*for Permanent Secretary,
Ministry of the Attorney General*

1693

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General, has been pleased to appoint ULRIC KANHAI, Acting Clerk of the Peace, to be a Justice of the Peace (*ex officio*) for the Magisterial District of Couva, during the period which he holds office.

Dated this 13th day of August, 2010.

T. RAMLOGAN
*for Permanent Secretary,
Ministry of the Attorney General*

1694

UNDER the provision of section 4(1) of the Summary Courts Act, Chap. 4:20, His Excellency the President, on the advice of the Attorney General, has been pleased to appoint MONICA BOODOOSINGH, Acting Assistant Clerk of the Peace, to be a Justice of the Peace (*ex officio*) for the Magisterial District of Victoria East, during the period which she holds office.

Dated this 13th day of August, 2010.

T. RAMLOGAN
*for Permanent Secretary,
Ministry of the Attorney General*



**UPDATED PUBLIC STATEMENT OF
PALO SECO AGRICULTURAL ENTERPRISES LIMITED
IN COMPLIANCE WITH SECTIONS 7, 8 AND 9 OF
THE FREEDOM OF INFORMATION ACT, 1999**

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 ("FOIA"), Palo Seco Agricultural Enterprises Limited ("PSAEL") is required to publish by law the following statements which list the documents and information existing within PSAEL and are generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by the Palo Seco Agricultural Enterprises Limited;
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7(1)(a)(i)

Function and Structure of PSAEL

PSAEL's Mission is ***"Transforming communities by providing quality service in the development and implementation of infrastructure and property management solutions."***

PSAEL's Vision is ***"A profitable organization benchmarked for quality service and supported by competent and motivated employees."***

PSAEL was incorporated on October 10, 1956 as a limited liability company under the name of Palo Seco Estates Limited. On November 16, 1977 the company changed its name to Trinidad Tesoro Agricultural Company Limited and on January 08, 1986 to Palo Seco Agricultural Enterprises Limited. PSAEL is now a wholly owned Special Purpose State Enterprise reporting to Ministry of Local Government.

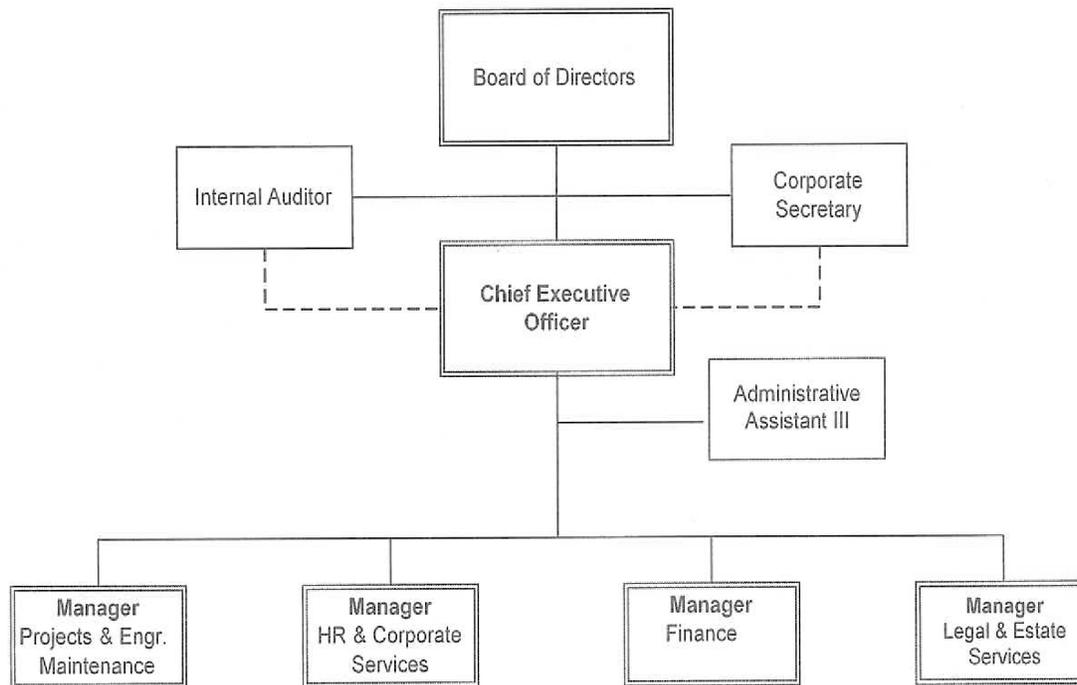
PSAEL has evolved from agriculture, dairy farming and milk processing to divestment/management of the land assets of TRINTOC, TRINTOPEC and PSAEL, property development and the provision of project management services to State Enterprises and the Government of Trinidad and Tobago.

The Mandate given to PSAEL by the Government is "the responsibility for the procurement of designs, construction, and management of projects in the southwest peninsula of Trinidad."

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Organizational Structure

The organizational structure of the Company is as follows:



The Board of Directors is the representative of the shareholder and controls the overall direction of the Company. Its members are:

Mr. Kevin Singh – (Deputy Chairman)
 Mr. William Daniel
 Mr. Clyde Callender
 Mrs. Joel-Ann Cook-Walcott
 Ms Oresa Charles
 Mr. Ivan Hinkson

The Leadership Team is responsible for the management of the Company. Its members are:

Chief Executive Officer
 Manager - Projects and Estate Maintenance
 Manager - Human Resource and Corporate Services
 Manager – Finance
 Manager - Legal and Estate Services

1695—Continued

Office of the Chief Executive Officer

The Office of the Chief Executive Officer apart from being responsible for the Company's operations, is also responsible for the following functions:

- Health Safety and the Environment
- Business Development

Projects and Estate Maintenance

The Projects and Estate Maintenance Department is responsible for the following functions:

- Maintenance
- Project Management
- Contract Execution

Human Resource and Corporate Services

The Human Resource and Corporate Services Department is responsible for the following functions:

- Human Resources
- Corporate Communication/Public Relations
- Quality

Finance

The Finance Department is responsible for the following functions:

- Financial Accounting
- Materials & Logistics
- Tenders and Awards
- Contract Administration
- Information Technology

Legal and Estate Services

The Legal and Estate Service Department is responsible for the following functions:

- Legal Services
- Estates Management
- Records Management

1695—Continued

Section 7(1)(a)(ii)**Categories of documents in the possession of PSAEL**

1. Files dealing with administrative support and general administration of the operations of PSAEL
2. Personnel files detailing inter alia staff movements, job evaluations, human resource and industrial relations issues
3. Files dealing with the accounting and financial management function of PSAEL.
4. Financial records and audit files
5. Files dealing with matters relating to the procurement of supplies, services and equipment
6. Maps, charts, photographs, compact discs, diskettes, abstracts, tapes, catalogues
7. News releases and speeches originating from PSAEL
8. Policy and procedure documents
9. Internal and external correspondence files
10. Documents relating to strategic review of PSAEL
11. Legislation and legal instruments
12. Legal opinions and related matters
13. Files dealing with training (local and foreign) and technical co-operation
14. Minutes and agendas of meetings
15. Files dealing with circulars, memoranda, notices, bulletins etc.
16. Reports: statistical, periodic, audit, consultants', technical, corporate, valuation and accident
17. Environmental impact assessments
18. Books, booklets, leaflets, pamphlets, brochures, posters, newspapers clippings
19. Files dealing with official functions, conferences and events hosted and attended by PSAEL
20. Inventories
21. Complaint files
22. Registers, certificates, permits and licenses
23. Scientific and Technical files/Reports
24. Files dealing with projects initiated, conducted and/or facilitated by PSAEL
25. Files dealing with contractors associated with PSAEL
26. Files dealing with tenders issued by PSAEL
27. Files dealing with health, safety and environment issues

Section 7(1)(a)(iii)**Material prepared for publication or inspection**

The public may inspect and/or obtain copies of the following material between the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. on normal working days at:

Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-a-Pierre
Telephone: 658-4147 or 658-3722 Ext 256

1. PSAEL's annual audited financial statements.
2. Booklets, leaflets, pamphlets and brochures highlighting various aspects of the Company's functions, organization, operations or services.

1695—Continued

Section 7(1)(a)(iv)

Literature available by subscription

This section is not applicable to PSAEL at this time.

Section 7(1)(a)(v)

Procedure to be followed when accessing a document from PSAEL

PSAEL's policy is to answer all requests for information whether oral or written. However, in order to access your rights under the FOIA (for example the right to challenge a decision if your request for information is refused), you must make your request in writing. The following procedure should be followed when making a request:

1. Obtain the FOIA Application Form (*Request for access to Official Documents*) from PSAEL or download a copy from the Government's FOIA website www.foia.gov.tt
2. Requests must be addressed to the Designated Officer of the PSAEL named in section 7 (1) (a)(vi).
3. Pursuant to Section 13(2) of the FOIA, your request need not be specific but sufficient information is to be provided so that the document may be identified with reasonable effort. If insufficient information is provided clarification will be sought from the applicant.
4. There is a time limit of not later than thirty days after the day on which your request is made for PSAEL to take reasonable steps to enable you to be notified of the approval or refusal of your request (Section 15). If PSAEL fails to meet the deadline, the FOIA gives you the right to proceed as if your request has been denied. We will try diligently to comply with the time limit, but if it appears that processing your request may take longer than the statutory limit, we will acknowledge your request and advise you of its status. Since there is a possibility that requests may be misaddressed or misrouted, you may wish to call or write to confirm that we have received the request and to ascertain its status.
5. Upon any consultation between yourself and the Designated Officer time is suspended in the computation of the thirty-day period (Section 21{7}).
6. PSAEL will give you a notice in writing of its decision and the reasons for the decision taken (Section 23{1}).
7. You have the right to correct, by supplementing, amending or deleting, personal information in an official document if the information is inaccurate, incomplete, misleading or not relevant to the purpose for which the document is held by the Company (Section 36).
8. If your request for some or all of the information or for correction to personal information is denied and you are dissatisfied with the reasons, then you have the right to:
 - a) Write to the Ombudsman within twenty-one days of receiving the decision of the Company (Section 38a).
 - b) Apply to the High Court for Judicial Review of the decision (Section 39). Please note however, that pursuant to Section 11 of the Judicial Review Act, No. 60 of 2000 an application for judicial review shall be made promptly and in any event within three months from the date of the decision;

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Requests not handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information which is currently available in the public domain, either from PSAEL or from another public authority, for example brochures and pamphlets etc.

Responding to requests

Prior to the commencement of the FOIA, old records may have been destroyed. The granting of a request for such documents may therefore be impossible. Various laws, regulations and manuals give the time periods for keeping records before they may be destroyed e.g. The Exchequer and Audit Act, Chap. 69:01.

An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply. Please note that we are not compelled to do the following:

- a. Create new documents. For example, we are not required to write new programs so that a computer will print information in the format you prefer.
- b. Perform research for you.

Section 7(1)(a)(vi)

Officers in PSAEL who are responsible for:

1. The initial receipt of and action upon notices under section 10;
2. Requests for access to documents under section 13; and
3. Applications for correction of personal information under section 36 of the FOIA

The Designated Officer is **Ms Nirmala Maharaj**

The Alternate Officer is Mr. Dorwin P. Manzano

All communication should be addressed as follows:

Designated Officer - Freedom of Information
Palo Seco Agricultural Enterprises Limited
31 Casuarina Avenue
Pointe-a-Pierre

To contact the Unit, the public may either:

Phone 658-4147 or 658-3722 Ext. 256
Fax 658-2585

1695—Continued

Section 7(1)(a)(vii)

Advisory Boards, Councils, Committees and other bodies (where meetings/minutes are open to the public)

At the present time there are no bodies in PSAEL that fall within the meaning of this section of the FOIA.

Section 7(1)(a)(viii)

Library/Reading Room Facilities

Information can be accessed at PSAEL, 31 Casuarina Avenue, Pointe-a-Pierre during the hours of 8:30 a.m. to 11:00 a.m. and 1:30 p.m. to 3:00 p.m. Monday – Friday.

- Users will be liable for any damage caused to the Company's property through the said user's willful, malicious use of the said property.
- No smoking, eating or drinking is allowed.

Policy of PSAEL for provision of copies of documents:

- Certain provision of documents may be subject to a small charge to cover administrative costs.
- Downloading of information from the Company's information technology systems and databases is strictly prohibited.

SECTION 8 STATEMENTS

There are no statements to be published under this section at this time.

SECTION 9 STATEMENTS

The public is asked to note that due to the volume of documents produced by the Company pertaining to this Section, an index has been prepared and is available for inspection upon request.

Section 9(1)(a)

A report or a statement containing the advice or recommendations, of a body or entity established within PSAEL

1. Departmental workshops, seminars and training sessions
2. Policies and Procedures with regard to
 - a. The issuing and evaluation of tenders and contracts
 - b. Personnel administrative matters
 - c. Information technology
 - d. Company property
 - e. Lease acquisition
 - f. Schedule of financial authorities
 - g. Governance issues
3. Accident/Incident Reports
4. Emergency Response Plan
5. Recommendations for the release of Company lands
6. Human resource and personnel issues reports
7. Information technology improvements and strategies

1695—Continued

8. Health, safety, environment and other field visit reports
9. Relocation of tenants/squatters and proposed housing schemes reports
10. Tools, equipment and materials reports including reliability, inventory, dispatch, movement, repairs and servicing
11. Legal Opinions
12. Agreements and contracts
13. Statement of State owned trees cut and purchased
14. Statement of earnings
15. Safety inspections
16. Project emergency response plans.

Section 9(1)(b)

A report or a statement containing the advice or recommendations:

- (i) of a body or entity established outside PSAEL by or under a written law
- (ii) or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to PSAEL or to the responsible Minister for PSAEL

1. Project implementation plans
2. Feasibility reports
3. Quality control reports
4. Safety and inspection reports
5. Information technology report

Section 9(1)(c)

A report or a statement containing the advice or recommendations of an inter-departmental Committee whose membership includes an officer of PSAEL:

1. Accident/incident reports
2. Pre-budget preparation
3. Employee benefit plans
4. Financial instruments and arrangements
5. Work flow reports
6. Relocation of and compensation for existing occupants of identified land holdings.

Section 9(1)(d)

A reports or a statement containing the advice or recommendations, of a committee established within PSAEL to submit a report, provide advice or make recommendations to the responsible Minister for PSAEL or to another officer of PSAEL who is not a member of the committee.

1. Periodic financial data reports
2. Human resource matters
3. Requests for assistance from Government agencies
4. Manual and digital maps
5. Environmental and other field visit reports
6. Information technology reports
7. Compliance with performance monitoring requirements
8. Relocation of tenants/squatters and proposed housing schemes reports

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Section 9(1)(e)

A report (including a report concerning the results of studies, surveys or tests) prepared for PSAEL by a scientific or technical expert, whether employed within PSAEL or not, including a report expressing the opinion of such an expert on scientific or technical matters.

1. Health, safety and environmental reports
2. Survey plans
3. Technical work programmes prior to execution of jobs
4. Emergency response plans
5. Environment, health and safety audit reports

Section 9(1)(f)

A report prepared for PSAEL by a consultant who was paid for preparing the report.

1. Legal Opinions
2. Health, safety and environment reports
3. Financial report

Section 9(1)(g)

A report prepared within PSAEL and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

At this time we have no reports or statements containing advice or recommendations under this section.

Section 9(1)(h)

Reports on the performance or efficiency of PSAEL, or of an office, division or branch of PSAEL, whether the report is of a general nature or concerns a particular policy, programme or project administered by PSAEL.

1. Departmental periodic highlights and performance indicators
2. Monthly summary of tenders and contracts awarded
3. Personal performance/assessment reports
4. Monthly Corporate Overview, annual report and other periodic financial data
5. Periodic personnel administration and human resources reports
6. Health, safety and environment periodic reports
7. Project status reports

Section 9(1)(i)

A report containing:

- (i) final plans or proposals for the re-organization of the functions of PSAEL;
- (ii) the establishment of a new policy, programme or project to be administered by PSAEL, or
- (iii) the alteration of a existing policy programme or project administered by PSAEL, whether or not the plans or proposals are subject to approval by an officer of PSAEL, another public authority, the responsible Minister for PSAEL or Cabinet.

1. Budgets
2. Business Plan
3. Strategic Plan
4. Organisation structures and functional charts
5. Human resource matters including job descriptions and evaluations and collective agreements

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Section 9(1)(j) - A statement prepared within PSAEL and containing policy directions for the drafting of legislation.

At this time we have no statements containing advice or recommendations under this section.

Section 9(1)(k) - A report of a test carried out within PSAEL on a product for the purpose of purchasing equipment.

1. Information technology reports
2. Pasteurization plant

Section 9(1)(l) - An environmental impact statement prepared within PSAEL.

At this time we have no statements containing advice or recommendations under this section.

Section 9(1)(m) - A valuation report prepared for PSAEL by a valuator, whether or not the valuator is an officer of PSAEL.

1. Valuations for transfers of land
2. Valuation of Trintoc/Trintopec/PSAEL land holdings
3. Valuation of land for leasing purposes

1655

REPUBLIC OF TRINIDAD AND TOBAGO

IN THE HIGH COURT OF JUSTICE OF TRINIDAD AND TOBAGO

NOTICE TO JURORS

PUBLIC NOTICE is hereby given that one of the Judges of the High Court of Justice will sit in Chambers at the Court House at San Fernando on WEDNESDAY 8TH SEPTEMBER, 2010 at 9.00 o'clock in the forenoon for the purpose of hearing applications by persons for exemption from serving as Jurors at the Session to be held at San Fernando on Friday 17th September, 2010.

All such applications should be made in writing.

Applications made after that date may not be entertained.

Dated this 21st day of July, 2010.

T. RAMDIN
Deputy Registrar, San Fernando

(2 ins.)

1696

**TENDER FOR THE CONSTRUCTION OF BOX DRAINS FOR THE POINT FORTIN BOROUGH CORPORATION
MINISTRY OF LOCAL GOVERNMENT**

TENDERS are invited for the Construction of Box Drains for the Point Fortin Borough Corporation, Ministry of Local Government under the Development Programme 2010 in the following areas:

- Project 1—Agard/Adventure Road, Point Fortin Central.
- Project 2—Guapo Main Road, Guapo.
- Project 3—Alberta Drive, Hollywood.

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Number 625-3565.

Tenderers are required to pay a tender deposit of five hundred dollars (\$500.00) to the Director of Contracts and attach the original receipt to the tender. This deposit will be received by cash or certified cheque from Monday to Friday between the hours of 9.00 a.m. to 12.00 noon and 1.00 p.m. to 3.00 p.m.

Any further technical information may be obtained during normal working hours from Mr. Derrick Boyce, Acting Town Superintendent at the Point Fortin Borough Corporation at Telephone Number 648-6543, Fax: 648-4424.

A pre-tender meeting will be held for prospective tenderers on Friday 27th August, 2010 at 10.00 a.m. at the Point Fortin Borough Corporation, Town Hall, George Road, Point Fortin and thereafter all persons present would be invited to proceed to the work sites.

Separate contracts may be awarded for each project or combination of projects.

Tenders must be accompanied by—

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing of the tender;
- (b) valid Certificate of Compliance issued in accordance with the National Insurance Act.

1696—Continued

TENDER FOR THE CONSTRUCTION OF BOX DRAINS FOR THE POINT FORTIN BOROUGH CORPORATION
MINISTRY OF LOCAL GOVERNMENT—CONTINUED

The original tender and two (2) copies each of the Form of Tender and Bill of Quantities must be placed in sealed envelopes and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Construction of Box Drains for the Point Fortin Borough Corporation, Ministry of Local Government".

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 9th September, 2010.

Tenderers are asked to note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and tenders should be packaged accordingly.

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.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

Prospective tenderers are advised that they can visit the following website at <http://www.finance.gov.tt> for all published Tender Notices.

I. RAMPERSAD
Chairman,
Central Tenders Board

16th August, 2010.

1697

TENDER FOR THE CONSTRUCTION OF THE ENGINEERING SERVICES BUILDING PHASE V—STORES II AT THE
ENGINEERING SERVICES BUILDING COMPOUND, POINT FORTIN, FOR THE POINT FORTIN BOROUGH
CORPORATION, MINISTRY OF LOCAL GOVERNMENT

TENDERS are invited for the Construction of the Engineering Services Building Phase V—Stores II at the Engineering Services Building Compound, Point Fortin, for the Point Fortin Borough Corporation, Ministry of Local Government.

Tender documents can be obtained during normal working hours at the Central Tenders Board's Office, 116, Frederick Street, Port-of-Spain. Telephone Number 625-3565.

Tenderers are required to pay a tender deposit of five hundred dollars (\$500.00) to the Director of Contracts and attach the original receipt to the tender. This deposit will be received by cash or certified cheque from Monday to Friday between the hours of 8.30 a.m. to 12.00 noon and 1.00 p.m. to 2.00 p.m.

Any further technical information may be obtained during normal working hours from Mr. Derrick Boyce, Acting County Superintendent at the Point Fortin Borough Corporation at Telephone Number 648-6543, Fax: 648-4424.

A pre-tender meeting followed by a site visit will be held for prospective tenderers on Monday 30th August, 2010 at 10.00 a.m. at the Town Hall Auditorium, Point Fortin Borough Corporation, Town Hall, George Road, Mahaica, Point Fortin.

Tenders must be accompanied by—

- (a) valid Income Tax and Value Added Tax Clearance Certificates issued by the Board of Inland Revenue and dated not more than six (6) months prior to the closing of the tender;
- (b) valid Certificate of Compliance issued in accordance with the National Insurance Act.

The original tender and two (2) copies each of the Form of Tender and Bills of Quantities must be placed in sealed envelopes and addressed to the Chairman, Central Tenders Board, 116, Frederick Street, Port-of-Spain and clearly marked on the outside: "Tender for the Construction of the Engineering Services Building Phase V—Stores II at the Engineering Services Building Compound, Point Fortin, for the Point Fortin Borough Corporation, Ministry of Local Government".

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 9th September, 2010.

Tenderers are asked to note that the dimensions of the slot on the Tenders Box are 37.5 cm x 5.5 cm and tenders should be packaged accordingly.

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.

The Central Tenders Board reserves the right to cancel the bidding process in its entirety or even partially, without defraying any cost incurred by any firm in submitting their tender.

Prospective tenderers are advised that they can visit the following website at <http://www.finance.gov.tt> for all published Tender Notices.

I. RAMPERSAD
Chairman,
Central Tenders Board

19th August, 2010.