



ANGUILLA SOCIAL SECURITY BOARD

**JAMES RONALD WEBSTER BUILDING
THE VALLEY, ANGUILLA**

**Invitation to Tender
for the
Provision of Legal Services
to the
Anguilla Social Security Board**

26 February, 2018

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1. Introduction

Anguilla Social Security Board Background

The Anguilla Social Security Board (ASSB) is a corporate body established by the Social Security Act, Revised Statutes of Anguilla Chapter S45 (R.S.A.c. S45). Governance is undertaken by a Social Security Board responsible to administer the Social Security Fund (the Fund) with objectives of providing various insurance and retirement benefits to persons insured as described in the Act. The Board forms sub-committees, as it requires (subject to approval by the Minister in Council) to assist the Board in its delivery of its strategic governance role. Standing Committees provide strategic advice to the Board together with operational advice and support to the Director of Social Security.

The Board's registered office address is the James Ronald Webster Building, The Valley Anguilla. B.W.I.

1. SERVICES AND FUNDS

1.1 The Board has the following Funds and Subsidiary:

- The Social Security Fund (the Fund)
- The Social Security Staff Pension Fund (Pension Fund)

1.2 Special Purpose Subsidiary

The Anguilla Social Security Investment and Development Corporation (ASSIDCO).

2. TENDER SPECIFICATIONS

2.1 Services Required

The Anguilla Social Security Board is seeking the services from suitably qualified persons or firms to act on its behalf in connection with the following: (a) provision of general legal services; (b) representation of the Social Security Board in legal proceedings; (c) preparation of employment or other contracts; (d) debt collections; and (e) to provide legal advice as may be required. The Board would expect at a minimum a good understanding of the role and function of professional bodies and of social security law. The provider will need to have detailed knowledge of the governance and voluntary regulatory (disciplinary) responsibilities of a professional body.

2.2 Outcome of Legal Services

The following list sets out the area of expertise that the Board would expect a provider to provide expert advice on. The list is not exhaustive and is not a guarantee of actual workload.

- a. Corporate Governance
- b. Disciplinary Regulations
- c. Property Services
- d. Information: - issues in relation to Social Security Act; Human Rights Act; data sharing and data security
- e. Defamation
- f. Intellectual Property
- g. Employment Law
- h. Environmental Law
- i. Personal Injury
- j. Health and Safety Law
- k. Contracts
- l. Social Security Collections

2.3 Qualifications of Lawyer

2.3.1 The applicant will be qualified in accordance with the legal requirements for Anguilla.

2.3.2 The applicant should provide details of legal experience.

2.3.3 The applicant shall be a registered company lawyer.

2.4 Engagement of the Lawyer

2.4.1 The lawyer will be appointed for a period of three (3) years initially, subject to review after one year.

2.4.2 The tender specification, a letter of appointment from the Board and acceptance of the appointment in writing by the lawyer shall form the basis of the contract.

2.5 Duties of the Lawyer

2.5.1 The lawyer shall provide and carry out the legal services with all reasonable care and skill.

2.5.2 The lawyer has discretion as to the manner in which the legal services are performed but shall have regard to:

- The laws that govern Anguilla.
- The Social Security Act, Revised Statutes of Anguilla Chapter S45 (R.S.A.c. S45).
- Any other relevant legislative provisions.

2.5.3 The lawyer shall ensure that all relevant deadlines are met to enable the Board to make decisions within specified time frames.

2.5.3 The contractor will provide telephone advice to the authorized member of staff and written advice in response to letters and/or emails.

2.6 Remuneration

- The fee for legal services for the three year term shall be fixed.

2.7 Scope of Works

2.7.1 The fee is to be indicated together with supporting details on how the fee was derived.

Tender specification for Legal Services for two Years – July 1, 2018 to July 31, 2020

If additional services (those not listed in Section 2.1) are required a separate fee is to be arranged prior to the commencement of the service. These services will also be subject to a separate engagement letter.

2.8 Disclosure of Other Services

2.8.1 The tender should include details of any other services offered by the tender and the fee structure.

3. INSTRUCTIONS TO APPLICANTS

3.1 Compliance

3.1.1 All tender documents must comply with Section 2: Tender Specifications and Section 3: Instructions to Applicants.

3.2 Required Applicant Information

The tender should include:-

- Executive Summary
- Introduction
- Understanding of Requirements of this tender
- Assumptions and Dependencies
- Issues and Risks
- The proposed approach to work requested
- Estimated costs and payment schedules.

3.2.1 All tenders must include the stated information.

3.2.2 Lawyer:

- Name of the registered lawyer;
- Business address;
- Period as a registered lawyer;
- Qualifications; and
- Experience

3.2.3 Key Personnel

The following information must be supplied in respect of Partners and Managers:

- name
- qualifications

Tender specification for Legal Services for two Years – July 1, 2018 to July 31, 2020

- experience

3.2.4 Professional Indemnity Insurance

Applicants should provide a statement:

- of what professional indemnity insurance cover they carry
- that they will maintain such insurance at the level stipulated for the term of the engagement.

3.2.5 The names and contact details of at least two referees must be provided.

3.3 Any Other Information

3.3.1 Details may be provided of any other information which is believed reasonable to support the application for the provision of legal services.

4. LODGEMENT OF TENDERS

4.1 Conditions of Lodgment

4.1.1 Tenders are to be lodged at the reception desk on the ground floor of the Social Security Office situated in the James Ronald Webster Building, The Valley Anguilla.

4.1.2 Alternatively to Section 4.1.1, tenders can be received by mail prior to the time fixed for closure. (see Section 5.1).

4.1.3 Tenders must be placed inside a plain sealed envelope, on which shall comprise of the printed words “Legal Services, Anguilla Social Security Board”.

Marked for the Attention of: Mr. Timothy A. Hodge, Director of Social Security
Email timhodge71@gmail.com

The response should be submitted in hardcopy and in electronic format compatible with Microsoft office.

4.2 Acceptance of a Tender

4.2.1 The lowest or any tender will not necessarily be accepted.

4.2.2 The Board’s decision will be final.

4.2.3 The successful tender will be advised in writing as soon as it is practicable.

Tender specification for Legal Services for two Years – July 1, 2018 to July 31, 2020

5. CLOSING OF TENDERS

5.1 Closing Date

5.1.1 Tenders close at 4.00 p.m. on April 30th, 2018.

5.2 Late Tenders

5.2.1 Tenders received after the closing date will be deemed late tenders and subsequently will not be considered by the Board.

6. FURTHER INFORMATION

Further information is available from Ms. Maglan Lewis,
Tel # 497-2201, Fax 497-5649 or email: mrichardson@ssbai.com.