



## **INSTRUCTIONS**

### **For Respondents of the Request for Expressions of Interest (EOI) - For the Provision of Recruitment Services to Seek a Privacy Commissioner**

1. Respondents must complete the requirements listed in the Request for Expressions of Interest (EOI) document and submissions must be received by **3:30 pm ADT on July 10, 2017**.
2. Replies can be submitted by hand or email. The envelopes must be marked with following reference: **EOI-PCO1-06-2017- REQUEST FOR EXPRESSIONS OF INTEREST: For the Provision of Recruitment Services to Seek a Privacy Commissioner**
3. Submissions by hand should be dropped off at a locked drop box at the Department of ICT Policy and Innovation, Ministry of Economic Development, 3<sup>rd</sup> floor, Government Administration Building, 30 Parliament Street, Hamilton, HM 12. The drop box can be found upon exiting the elevator and going through the double doors to your left.
4. Email submissions should be sent to: [ictpolicy@gov.bm](mailto:ictpolicy@gov.bm) with the subject line:EOI-PCO1-06-2017, **by July 10, 2017, 3:30 pm ADT**.
5. The deadline for the submission of questions is **July 5, 2017, 3:30 pm ADT**. Questions should be addressed to: [ictpolicy@gov.bm](mailto:ictpolicy@gov.bm) .The subject line should read: EOI-PCO1-06-2017- Questions.
6. Respondents are expected to examine all instructions, forms, terms and other details in the Request for Expressions of Interest document carefully.