



Courier Registration

Application Instructions

1. Applicants are guided to use the link to TTPost's Website
2. Applicants must complete online Registration Form.
3. Applicant must submit the online Registration Form upload all requested supporting documents.

Invitation Process

By submitting a completed Registration Form, the Contractor accepts the following Conditions:

1. The Registration Form must be accurately completed
2. Registration is subject to successful evaluation of the Application and Interview
3. Only Registered contractors will be invited to provide courier services
4. All registered Contractors will be required to sign a service agreement with TTPost
5. The type of registration (i.e. on-demand or contracted services) is strictly at the discretion of TTPost
6. Service shall be provided in accordance with TTPost standards of customer care
7. All supporting documents must be attached
8. Contractor will provide all Personnel Protective Equipment (PPE) in accordance with TTPost requirements
9. Contractor will wear standard uniforms in accordance with TTPost specifications.
10. Contractor must own a smart phone
11. Ownership of the requisite vehicle
12. Contractor performance will be measured with sanctions for not consistently achieving targets

Service Specifications

The Services are required in two (2) categories as follows:

- i. On-demand services- callouts on as needed basis
- ii. Contracted Services- term contract for full time service

Contractor will be required to provide the Services within the region in which the contractor was assigned.

Contractor must own and operate the vehicles used to provide the service. The vehicle must be in good working condition and shall be inspected by the Corporation or its representative to confirm road worthiness.

Contractor will be required to pick up parcels/packages on a daily basis from a designated hub or shuttles as determined by the Corporation.

The Contractor will be required to complete a receipt procedures for the items that may be electronic and/or manual in nature.

Contractor will be required to sort parcels/packages in a manner that ensures logistical efficiency and timely deliveries to customers.

Contractor will be required to deliver and pick up parcels/packages from customers within the geographical area of the assigned Run.

Contractor shall provide the service in a professional manner and conform to the standards set by the Corporation for providing courier services.

Contractor shall conform to the delivery standards of the Corporation including same day and next day delivery services.

