INVITATION FOR EXPRESSION OF INTEREST
FOR
SELECTION OF ATTORNEYS AT LAW, PRIVATE USHERS AND NOTARIES

(Procurement Reference No: NHDC/EOI/07-2023/394)

A. Introduction
The National Housing Development Co Ltd (NHDC Ltd) is inviting Expression of Interest (EOI) for Attorneys at Law, Private Ushers and Notaries.

B. Background
The National Housing Development Co Ltd (NHDC Ltd) hereafter referred to as the Company, was incorporated in March 1991, as a Project Management and Property Development Company, to act as the Executive arm of Government in the Housing Sector.

C. Scope
The NHDC Ltd is looking to enlist a portfolio of:

1. Attorneys at Law
   - From which to call upon to carry out legal actions for the recovery of mortgage debt, seizure and sale of houses, eviction of squatters and other similar issues for its housing units.

2. Private ushers
   - To carry out Service of “Mise en Demeure” and drawing of lots.

3. Notaries
   - To inform officially the NHDC of any property transactions carried out by an applicant and also to certify that a potential applicant is not already owner of any immovable property;
   - Assist the NHDC in all legal aspects regarding the sales of units,
   - Prepare deeds of sales, Règlement de Copropriété and other legal documents; and
   - Call potential clients for signature of deeds of sale.
In this context, the NHDC Ltd is soliciting interested Attorneys at Law/ Private Ushers/Notaries to express their interests to provide the above-mentioned services for the NHDC Ltd.

D. Duration of the assignment

The duration of the assignment will be for a period of 12 months.

E. Requirements (for Attorneys at Law, Private Ushers and Notaries)

In establishing a shortlist of potential bidders, the following documents will be used to determine the capability and experience of the Attorneys at Law, Private Ushers and Notaries:

a) Profile of the Attorneys/Private Ushers/Notaries;

b) Details of experience or similar assignments undertaken during the past 5 years; and

c) Curriculum vitae of staff who could be available to work on the assignment.

F. Submission of the EOI

The EOI must be addressed to the Group Chief Executive Officer, National Housing Development Co Ltd and deposited in the Bid Box, Nexteracon, Tower 1, Level 1, Rue Du Savoir, Ebene, Cibercity by Monday 24th July 2023 by 14:00 hours at latest.

Note:

(a) All respondents are kindly requested to carefully read this document and provide as much information as possible.

(b) The respondents are required to clearly mention the EOI for which they are interested.

(c) The NHDC Ltd is under no obligation to shortlist any service provider who expresses interest in this EOI and reserves the right to annul the present EOI exercise without incurring any liability.

(d) Late submissions or submissions not made as per paragraph F above, shall not be considered.

NATIONAL HOUSING DEVELOPMENT CO LTD

Date: Monday 10th July 2023