

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**  
**SELECTION OF ATTORNEYS AT LAW AND NOTARIES**  
**REFERENCE NO: EOI/05-2025/010**

**A. Introduction**

The National Housing Development Company Ltd (NHDC) is presently compiling a list of **Attorneys at Law and Notaries**.

**B. Background**

The National Housing Development Company Ltd (NHDC) 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**

- (a) Advise and assist NHDC Ltd on actions against clients who are reluctant to sign their deeds of sale;
- (b) Advise and assist NHDC Ltd on actions against clients who have abandoned their units;
- (c) Prepare Eviction orders, Affidavit, Mise en Demeure, *Procédure de non-comparution* and other legal documents;
- (d) To be present for Election of Syndic process and respond to the NHDC beneficiary queries for a duration of 2-3hours;
- (e) To be present for Reunion d'information and respond to the NHDC beneficiary concerning any legal aspects such as extensions, Règlement de Copropriété, Civil code, their rights and obligations for a duration of 2-3hours;



- (f) To take appropriate legal action against clients for non-payment of their debts:
  - i. Letter to the defaulter,
  - ii. Mise en Demeure,
  - iii. Commandment Notice,
  - iv. Seizure Notice,
  - v. Assistance to sale by levy (if any),
  - vi. From sale by levy to receipt of Expedition,
  - vii. Any other fee related to the process above.

## **2. Notaries**

- (a) 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 immoveable property;
- (b) To prepare deeds of sale and call clients for signature of deeds of sale;
- (c) To prepare Règlement de Copropriété;
- (d) To carry out searches at Registrar General's Office;
- (e) To certify that a potential buyer is not already owner of an immovable property;
- (f) To assist NHDC Ltd in legal aspects regarding sale of units, transfer of property, etc;
- (g) To prepare *Prix d'Adjudication*;
- (h) To prepare *Liberation*.

In this context, the NHDC Ltd is soliciting interested Attorneys at Law/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 24 months.

#### **E. Requirements (for Attorneys at Law 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 and Notaries:

- a) Profile of the Attorneys/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 **Managing Director, National Housing Development Company Ltd** and deposited in the **Bid Box, NeXTeracom, Tower 1, Level 1, Rue Du Savoir, Ebene, Cybercity** on or before **23 June 2025 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.