



NATIONAL INSURANCE PROPERTY
DEVELOPMENT COMPANY LIMITED (NIPDEC)

EXPRESSION OF INTEREST FOR SURVEYING CONSULTANTS

The P.U.R.E Unit is soliciting 'Expressions of Interest' from competent and experienced Surveying firms; capable of providing the full range of services as described herein.

1. Background

The P.U.R.E Unit intends to increase its pool of Pre-qualified Surveying Consultants who are sufficiently qualified in the following Line of Business listed below for the purpose of project-based surveying jobs upon request.

- 81151604 - Cadastral Surveys
- 81103300 - Detailed Topographical Surveys
- 81103300 - Engineering and Construction Surveys
- 81103300 - Volumetric Surveys
- 41113809 - GPR Surveys
- 25173126 - GNSS Surveys
- 82131601 - Aerial Photogrammetry
- 80131702 - Title Search Reports
- 70131720 - Valuation

2. Qualifications of Principal Owner/Staff

Surveying Consultant should have at least one (1) person who fills the following roles:

- **Trinidad and Tobago Land Surveyor (T.T.L.S.)**
 - License to practice Cadastral Surveying from the Land Survey Board of Trinidad and Tobago (Company and Individual).
- **Land Surveyor (L.S.)**
 - Registered as a Land Surveyor with the Land and Survey Board of Trinidad and Tobago. Or
 - BSc. in Geomatics Engineering or any Equivalent academic qualification from a recognized institution and five (5) years' experience in the field. Or
 - BSc. in Geomatics Engineering or any Equivalent academic qualification from a recognized institution with no experience or a Diploma in Engineering Surveying Technician from a recognized institution and a minimum of five (5) years' experience in the field.

3. Content of EOI Documentation:

In preparing the EOI, the Consultant must give particular attention to and provide the following information:

- Certificate of incorporation/Company Registration.
- Evidence of registration within the OPR Depository.
- Evidence of Registration with the Lands and Survey Board of Trinidad and Tobago for the company or individual in accordance with the Lands and Surveys Act (1996)
- Company Profile and Organization structure.
- Police Certificate of Good Character and Certificate of Good Standing (For Business).
- Tax Clearance (Have fulfilled all regulated tax requirements)
- Valid Compliance Certificates must be submitted with the submission. In the event your firm has applied for the Compliance Certificates and was unable to receive same as at the closing date of the EOI, you are allowed to submit the certificates up to a maximum of five (5) working days after the closing of the submission. Please note that Certificates submitted within the same said five (5) working day period must still be valid as at the date the submission closed and in addition must have been applied for prior to the closing of the EOI.
- Insurances, such as Professional Indemnity Insurance and Workmen's Compensation, must be submitted within the submission.
- The names and qualifications of the individuals within your company.
- A list of equipment inclusive of but not limited to the following:
 - Total station(s) accurate to a maximum of 5 seconds
 - Level and Staff
 - Prism and Pole
 - GPS (Handheld or Antenna)
 - Functioning Vehicle(s)
- Calibration certificates for all equipment to be utilised. The calibration certificates must be dated within a year of the submission. Failure to submit the calibration certificates and a valid one will result in the submission being rejected.
- Recommendations or references from at least two (2) companies.
- Banker's letters (for Sole Trader) and/or Letters of comfort from creditors (for LLC)
- Management Accounts.
- The Surveying Consultant must have a valid up-to-date HSE policy for various job types.

4. Submission of Details

The Surveying Consultant must **ONLY** submit a hard copy of the required documents namely the Compliance Certificates, Particular of Proponents and Expression of Interest Letter in Envelope 1.

Envelope 2 should have two (2) copies on flash drives of the aforementioned documents as contained in Envelope 1 **ALONG** with any additional documentation as required in the EOI document and/or required documents as noted in Section three (3) **MUST ALSO** be submitted on both flash drives. Any information as contained on the flash drives are to be considered the full and complete technical/financial EOI submission from the firm. Any missing information or omissions would be at the consultant's risk. The original documents must be prepared in indelible ink and must be signed by the authorized representative of the Consultant.

- The Final Submission Envelope to be placed in the Submission Box shall contain Envelopes 1 and 2.
- The name and address of the Respondent shall be clearly marked on the outside of Envelopes 1 and 2.
- The Final Envelope containing Envelopes 1 and 2 shall be addressed to the **The Manager Procurement – National Insurance Property Development Company (NIPDEC) Limited – 56-60 St. Vincent Street, Port of Spain** and deposited in the Submission Box located at the lobby of the NIPDEC on November 4, 2024 at 2:00 p.m.

Additional Notes:

- Experience range for the Consultant is another proposed marking criterion for Pre-Selection.

All questions related to this Expression of Interest should be sent via email to:

Mr. Curtis Doyle
Procurement Manager
National Insurance Property Development Company Limited
#56-60 St. Vincent Street
Port of Spain
cdoyle@nipdec.com

