

ANNEXURE A

SCOPE OF WORK FOR VALUATION/ QUANTITY SURVEYING SERVICES

1. The Service Provider shall provide valuation/quantity surveying services that meet required professional code of conducts and guidelines as stipulated in the existing professional bodies/ regulator.
2. The service provider should provide valuation/ quantity surveying services within the allocated zone in the NMB Bank branch network.
3. The Service Provider shall be able to perform site verification of the respective property and show respective location coordinates in the report.
4. The service provider should establish adequate internal controls to ensure that the service request and delivery has been executed via official channels stipulated in the contract. The Bank should be updated incase of any change of the communication channels/ address.
5. The Service Provider should be responsible to notify the Bank on the existing / change of official staffs of the company who are executing service delivery to the Brank network at the particular contract period.
6. The Service Provider shall notify bank incase of the need to perform detailed or extra service that will add value to the quality assurance of the valuation / quantity surveying report.
7. The Service provider should perform vetting of its staff and to have them sign confidentiality declaration, this is important to strengthen data privacy to the clients'/personnel of the Bank.
8. The Service provider should exercise duty of care in the produced reports and prevent obvious errors that can mislead the bank in decision making.
9. The Service Provider shall make sure that NMB is well served and not exposed in any potential risk and all noted risks should be communicated to the bank vividly in agreed contact matrix.
- 10.The Service Provider should attend quarterly performance assessment meetings that are scheduled by the bank and work on the agreed areas of improvement immediately.
- 11.The Service Provider shall maintain a professional indemnity insurance cover which shall not be less than Tanzanian Shillings 700,000,000 for Valuer and 300,000,000 TZS for valuers and QS respectively.
- 12.The Service Provider in cases of third-party collateral shall obtain a registered affidavit from the guarantor attesting that they are aware that their property is been used as collateral. The same must be attached into valuation as a mandatory attachment before signing at chief valuer.

13. The Service Providers shall perform assignments upon receipt of official instruction letter from Branch Managers/Head office relationship Managers
14. The Service Providers shall establish the existence of the plot(s) to be mortgaged and determine whether they are in line with details of the documents provided. The valuation report shall include a site plan, full description of the property particulars, services, floor/site areas and specifications. Color photographs of the front and rear elevations of the property that demonstrate clear features and shall also be included in the valuation report.
15. The Service Providers shall ensure that final reports must be authorized by the directors of the company
16. The Service Provider shall liaise with the survey and mapping departments at the Lands Office and include coordinates in the report. Attach the coordinates survey search report which shall be used by the valuer to perform site verification, the current ownership status of the plot shall be mentioned clearly including any Encumbrance