

COMFWB Secretariat

Request for Proposal for Feasibility Study of Pre-construction work for COMFWB HQ Business Complex

Issued by: COMFWB

Issue Date: 19 May 2026
RFP Name: Feasibility Study of Pre-construction work of COMFWB HQ Complex
Questions Due by: 25th May 2026
Answers Due by: 28th May 2026
Closing Date for Responses: 6th June 2026
Admission Contact: Send by e-mail to: comfwb@comesa.int

The Federation of National Associations of Women in Business in Eastern and Southern Africa (COMFWB) is seeking technical and financial proposals from qualified individuals, organizations and/or firms to undertake the **Feasibility Study for Pre-Construction work on the development of COMFWB Headquarters and Business Complex (COMFWB Africa Trade Centre)**.

Firms are invited by COMFWB (hereinafter “bidders” or “offerors”) to submit offers (hereinafter “bids” or “offers”) for the services described in the attached supply schedules are under no obligation to do so. The Bidder shall bear all costs associated with the preparation and submission of the Proposal, COMFWB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

This Request for Proposal includes the following sections:

- I. Instructions to Bidders
- II. Technical Specifications

Please take the time to read and understand these sections as failure to fully respond may result in your submission being determined to be non-responsive and removed for further consideration. All correspondence and/or inquiries regarding this RFP should be requested in accordance with the enclosed Instructions to Bidders (Section I, Clause 9, Clarifications).

The Instructions to Bidders (henceforth ITB) shall not form part of the bid or of the consulting agreement or vendor contract. They are intended to aid bidders in the preparation of bids. For the purposes of interpretation of these ITB, unless otherwise stated, the number of days stated herein shall be consecutive calendar days. Submission of bids should be completed in accordance with the enclosed instructions to Bidders (Section I, clause 10, Submission of Bids).

REQUEST FOR PROPOSAL

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SECTION I: INSTRUCTIONS TO BIDDERS

1. **Introduction**

- 1.1 **Request for Proposal (RFP) dated 19th May 2026:** COMFWB is hereby soliciting bids for the support for **pre-construction work on the development of the COMFWB Complex** including feasibility studies, site surveys, architectural concept, Bankable investment plan and architectural designs, bills of quantities, perimeter fence and tender arrangements as described in Section II, Technical Specifications.

2. **Preparation of Bids**

- 2.1 Bidders are expected to examine the specifications and all instructions contained in this RFP. Failure to do so shall be at the Bidder's risk.
- 2.2 The Bid prepared by the Bidder and all correspondence related to the Bid and exchanged by the Bidder and COMFWB shall be in English.

3. **Contents of Bid**

- 3.1 Submitted bids are required to consist of the following documents:

Technical Proposal

1. Solicitation/RFP number (per Section II) for which bidder is applying
2. The name, addresses (street, email, other), and telephone number of the offeror;
3. Organizational/consultant background showing evidence of prior performance in feasibility studies, planning, architectural site & condition surveys and site plans, architectural drawing, bills of quantities and tender arrangements. This should outline recent experience on assignments of a similar nature.
4. Outline of proposed services, solutions, and team, including demonstrated ability to mobilize resources to align with COMESA policies, rules and regulations successfully complete the assignment;
5. Plan of action and implementation timetable to address the specific tasks under Section II;
6. CVs of proposed professional staff;
7. Statement of Qualifications referenced in Clause 7.

Price Quote

8. Price Quote – in Microsoft Excel, unlocked, and with formulas intact.

4. **Format and Signing of Bid**

- 4.1.1 The Bidder shall prepare one bid in two parts (technical and price quote) with all the required sections of the proposal typed or written in legible ink and shall be signed by a person duly authorized to bind the Bidder. Offerors are requested to provide proposals on official letterhead or format.

5. **Price Quote**

- 5.1.1 Bidders shall prepare a fixed-price price quote organized by deliverable in a workable Microsoft Excel document (unlocked with intact formulas) specifying the detailed cost breakdown by deliverable and the total price of the services and timelines including delivery

and all other costs, being offered in response to this RFP. The Bid shall clearly indicate that the prices shall be for the services and deliverables whose technical specifications are described in Section II – Technical Specifications.

- 5.1.2 The Bidder shall indicate the unit price in USD for each service, the description, the quantity, and the total cost in USD of the deliverables and timelines, which will comprise the total price of the Bid. If there is any discrepancy between the unit price and the total amount, the unit price shall be considered as correct and the total amount adjusted accordingly. It shall be assumed that the Bidder is not bidding on any item for which a unit price or total amount is not indicated.

6. **Statement of Qualifications**

- 6.1 The Bidder shall include in its bid a statement of qualifications of the service provider and team or person that will work on this assignment. Bidders must ensure that people with relevant skills and enough experience are part of the project and provide evidence in support of its technical qualifications and ability to perform the **consulting or vendor agreement** if its bid is accepted. This shall consist of references to successful prior projects of a similar nature. These references should include contact names, e-mail addresses, and telephone numbers of persons who can be contacted regarding the Bidder's prior performance.

7. **Bid Validity Period**

- 7.1 Bids shall remain valid for at least ninety (90) days after the offer deadline. A bid valid for a shorter period shall be rejected as non-responsive.

8. **Deadline and Late Bids**

- 8.1 It is the Bidder's sole responsibility to ensure that bids are received by COMFWB on or before the **Offer Deadline** of **6th June 2026**. Electronic submissions are strongly encouraged.
- 8.2 A Bid received after the deadline for submission of bids shall be rejected. Bidders will be held responsible for ensuring that their bids are received in accordance with the instructions stated herein and a late bid will be considered only at the discretion of COMFWB and if the other bids have not been opened.

9. **Clarification of Bidding Documents**

- 9.1 Clarifications may be requested in writing not later than **25th May 2026**. The contact for requesting clarifications is:

COMFWB;

E-Mail: comfwb@comesa.int

No phone inquiries please.

10. **Submission of Bids**

- 10.1 Electronic submissions and hardcopy submissions by mail or in person will be accepted. All bids with technical, price schedule, and required legal documents must be received by 17:00 hours CAT on 6th June 2026 by: **Email:** JMasanche@comesa.int

Submissions may also be hand-delivered to
COMFWB Secretariat,
Ground Floor Zimbabwe House,
City Centre, Lilongwe – MALAWI

- 10.2 Ensuring successful transmission and receipt of the bids is the responsibility of the Bidder. It is recommended that no e-mail exceeds the size of 10 MB, inclusive of attachments.

11. Amendment of Bidding Documents

- 11.1 COMFWB may at its discretion, for any reason, whether at its own initiative or in response to a clarification by a Bidder, modify bidding documents by amendment, or cancel this RFP at any time. All prospective Bidders that have received bidding documents will be notified of the amendment or cancellation by e-mail and such amendments will be binding on them.

12. Modification of Bids

- 12.1 Any Bidder has the right to withdraw, modify, or correct its bid after it has been delivered to COMFWB, provided the request for such a withdrawal, modification, or correction together with full details of such modification or correction is received by COMFWB at the submission contact point given above before the time set for opening bids. COMFWB may ask any Bidder for a clarification of its bid; nevertheless, no Bidder will be permitted to alter its Bid Price or make any other material modification after the deadline unless the RFP has been amended or the deadline extended. Clarifications which do not change the Bid Price or other material aspects of the bid may be accepted.

13. Criteria for Award and Evaluation

- 13.1 Subject to Clause 15, COMFWB will award the consulting agreement or vendor contract to that Bidder whose proposal is deemed acceptable and which offers the best value based upon the evaluation criteria below. For a bid to be deemed acceptable, it must comply with all the terms and conditions of the RFP without material modification. A material modification is one which affects the price, quantity, quality, delivery or installation date of the equipment or materials or which limits in any way any responsibilities, duties, or liabilities of the bidders or any rights of COMFWB. In addition, the successful bidder must be determined to be responsible. A responsible bidder is one who has the technical expertise, management capability, workload capacity, and financial resources to perform the work. COMFWB may, at its option, accept or reject any or all bids.

Proposals will be sorted for evaluation according to the lot number (see Section II-Technical Specifications for lot details). Proposals in each lot will initially be evaluated and shortlisted based on how well demonstrated experience and capacity align with the required qualifications below.

Qualification Requirements

Consultants shall be a multidisciplinary team comprising qualified registered project managers, architects, building economists/quantity surveyors, structural engineering, services engineers, back up services, as required.

It is the responsibility of the Consultants to propose and use a team which is appropriate for this engagement. The team should comprise, at a minimum, of the following. The Consultants will propose at least one candidate for each position or role listed:

- a. Project Manager - reputed built environment professional (Architect, Engineer, Quantity Surveyor) shall be the main lead for the project, Client liaison, Overall deliverable management, review, and negotiations.
- b. Lead Architect - Building plan (office concept) sketch design and layout and confirming size alignment with strategic plan, shall have adequate experience in planning, designing of architectural concept and designs, structural, civil, public health, Electrical, Elevators, Firefighting systems, Building Automation, LAN, Communication and Audio-Visual facilities.
- c. Building Economist / Quantity Surveyors - Cost of building, lifecycle cost, value engineering, RFP technical schedule, bills of quantities, RFQ/RFP evaluations, negotiations.
- d. Financial and Risk Analysis Expert - Financial Advisory, Financial Modelling, Financial Analysis, Value assessment, Risk Assessment.
- e. Environmental and Social expert - Screening/Scoping for potential environmental and social-economic impacts.

Only shortlisted applications will move forward for further processing. Applicants may be asked to provide additional or clarifying information and details on the services requested. Applicants may also be asked to participate in a follow-up phone interview. These follow-up requests will be used to further evaluate how well the applicant meets the criteria.

Shortlisted offers will be evaluated against the evaluation criteria below. The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Criterion	Description	Points
Technical Approach	Responsiveness, relevance and customized to development of COMFWB complex	30
Qualifications and Experience	Demonstrated experience of undertaking similar assignments and meeting minimum qualifications prescribed for this assignment	20
Methodology	Practical, participatory and innovative methodologies and approaches to be used	30
Price	The overall cost presented in the offer	20
Total:		100

14. COMFWB's Right to Accept Any Bid and to Reject Any or All Bids

14.1.1 COMFWB will reject any bid that is nonresponsive. Further, COMFWB reserves the right to waive any minor informalities in the bids received if it appears in COMFWB's best interests to do so, to reject the bid of any bidder if, in COMFWB's judgment, the bidder is not fully

qualified to provide the services as specified in the **consulting agreement or vendor contract** or to reject all bids.

14.1.2 COMFWB reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to award.

15. Notification of Award

15.1 Before the expiration of the period of bid validity, COMFWB will notify the successful Bidder in writing that its bid has been accepted. Clarifications and revision of minor errors and omissions may be requested. Upon completion of either, offeror may be required to submit a revised quote.

SECTION II – TECHNICAL SPECIFICATIONS

1. General Background

The Federation of National Associations of Women in Business in Eastern and Southern Africa (COMFWB) is a COMESA institution which was established in July 1993 in Zimbabwe with the endorsement and treaty signed by the Authority made up of Heads of States and Governments of the COMESA member states.

COMFWB acts as a forum for the exchange of ideas and experience among women entrepreneurs; an instrument through which the appropriate portion of COMESA Women in Development Programs are implemented; a forum for network among women entrepreneurs and an instrument for encouraging women to set up or expand existing enterprises.”

Offerors should put forward their qualifications and price quote to support COMFWB in producing the preparation plan of feasibility study of pre-construction work on the development of the COMFWB HQ Complex.

2. THE PROJECT AND SERVICES

2.1.0 Objective of the Assignment

The objective of the assignment is to select suitable reputed multidisciplinary project management consultants, Architectural and Engineering Design Consultancy firms to undertake pre-construction work including feasibility studies, architectural concept, Bankable investment plan and architectural designs, bills of quantities, building of the perimeter fence and tender arrangements for COMFWB Headquarters Business Complex.

2.1.1 Sector 1 - COMFWB HQ

The HQ building will include the following major facilities and features at a minimum:

- I. Two luxurious conference halls of 300 people and 150 capacities each respectively, equipped with the latest modern conference apparatus in which conferences can be conducted in three different languages with the help of interpreters.
- II. Two Boardrooms (15 and 30 capacity)
- III. Comfortable rooms for confidential and central registry
- IV. A centralized computer room equipped with all necessary facilities
- V. An exhibition room with possible extension into lobby space
- VI. Museum-like permanent products exhibition and promotional area for 21 member states
- VII. Two Executives' lounge
- VIII. Cafeteria with 200 seat capacity sectioned in four 50-seat areas
- IX. State of the Art library with reading rooms and 2nd floor small group discussion rooms
- X. Central store and archives rooms in (-1) underground floor
- XI. Naturally and mechanically air conditioned individual and shared comfortable offices to accommodate 150 employees
- XII. Two floors underground and perimeter Car Parking spaces
- XIII. Green and sustainable infrastructures: Mainly Solar and grid backed up by generator; city water and bore hole with filtration plant; Communications phone and internet
- XIV. Build with minimal future maintenance in mind
- XV. Green Park Area surrounding the complex to plant trees and nature walking of guests

2.1.2 Sector 2 - Commercial Development

The rest plot is to be developed with commercial facilities intended to augment the viability of the entire project and ensure optimum utilization of the site will include but not limited to the following:

- a) Business Incubator: Agri-business, leather products, ICT, Tourism and Services, Finance, Textiles, Mining, Technology, Arts & Handicrafts
- b) Hotel (ground plus ten) of Five Star and Four-Star rating with about 300 guest rooms and with all necessary Hotel facilities and amenities
- c) Shopping mall (Trade shops) with Food Court at the top; corridors to let; of about 20,000 square meters
- d) Office facilities (Ground +3) with standards 150 offices; conference, break rooms and employee cafeteria and consultation rooms; 4 executive lounges
- e) Bank and Healthcare Unit area (outpatient, Dental, Optometry, Diabetic, etc.)
- f) Green outdoor areas with African creatures' landscaping
- g) Daycare facilities and children's entertainment center (movies and games)

3. Scope of Services

COMFWB seeks an individual, organization or firm to provide services in the feasibility study of pre-construction work on the development of the COMFWB HQ Complex.

The Scope of Work is as follows:

- Develop a workplan that clearly outlines the proposed methodology and timeline to complete the activity.
- Preparatory works (Review of base information, site investigations, preparation of maps and drawings, hydraulic network analyses) Screening/Scoping for potential environmental and social-economic impacts.
- Preparing architectural working drawings, structural calculations and structural drawings (underground parking lots 2-floors below), layout drawings for water supply (underground borehole with purification system, rain water harvesting, underground storage and solar pump with electric backup) and drainage, electrical installations (main power in green solar and electrical grid with a Genset backup power), telephone and internet installations, etc., detailed estimates, bills of quantities and all such other, as may be necessary for tendering for construction.
- Preparation of Building plans (Floor plans) containing the following:
 - Sections and Elevations
 - Equipment/ Furniture layout
 - 3D view/model and blow-ups of critical areas/computer walk through etc.
 - Internal & external finishing details with area chart
 - Fully dimensioned and all minute details required for floor wise
 - Complete Interiors & furniture, other associated structural, services drawings, green building compliance
- Preparation of a feasibility study (Estimation of project costs, local business competitions) and ERR (Economic Rate of Return)
- Options for phased implementation;
- Cost benefit analysis and provide advise the funding modalities and business case
- Development engineering and design work for construction
- Development of business case for COMFWB office Complex Investment Master Plan

4. Methodology

The bidders are expected to propose a participatory method to involve COMFWB bodies.

5. Assignment Duration, Place of Performance, and Other Conditions

The anticipated period of performance for this scope of work is approximately four (4) months. It is expected that the consultant/firm will spend up to ninety (120) billable days for undertaking the assignment. The final process report will be submitted within the consultancy period.

6. Staff Structure

Personnel proposed for the assignment must have relevant experience as demonstrated through CVs, and the proposal must demonstrate the applicant's ability to mobilize the appropriate personnel to complete the assignment.

7. Expected Results, Deliverables.

The consultant/firm, once contracted, is expected to provide COMFWB with the following deliverables:

- a) Work plan and budget for the assignment
- b) Report on Preparatory works (survey, Environment Impact Assessment, socio impact assessment, local economy impact, etc.)
- c) Architectural drawings and proposed structure in 3D
- d) Building plans (Floor plans)
- e) Feasibility study (Estimation of project costs) and ERR (Economic Rate of Return)
- f) Engineering Designs
- g) Phased implementation plan (pre-construction including building the perimeter fence, construction phase (prioritized building) and after construction activities to bring ROI)
- h) Cost benefit analysis and provide advise the funding modalities and business case
- i) COMFWB office Complex Bankable Investment Master Plan

8. Evaluation Criteria

Bidders will be evaluated based on their ability to respond to the methodology, core services, and specific tasks. See Section I, 13.1 for evaluation criteria and priority rank.

Within the technical response (Section I, 4.1), Bidders should include information which will allow COMFWB to adequately assess the following:

1. The proposed approach's responsiveness, relevance to undertaking the assignment
2. Bidder's recent experience in designing modern green buildings
3. Organization, consultant, or team's experience of undertaking similar assignments and their ability to developing bankable investment / business plan.

9. Method of payment

Payment will be made per deliverable by bank transfer, upon inspection and acceptance by COMFWB and following the receipt of an invoice.

SECTION III– CURRICULUM VITAE

[insert full name]

Family name: [insert the name]
 First names: [insert the names in full]
 Date of birth: [insert the date]
 Nationality: [insert the country or countries of citizenship]

Physical address: [insert the physical address]
 Postal address [Insert Postal Address]
 Phone: [insert the phone and mobile no.]
 E-mail: [Insert E-mail address(es)]

Education:

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:
[indicate the month and the year]	[insert the name of the diploma and the specialty/major]
[indicate the month and the year]	[insert the name of the diploma and the specialty/major]

10. Language skills: (Indicate competence on a scale of 1 to 5) (1 – excellent; 5 – basic)

Language	Reading	Speaking	Writing
[insert the language]	[insert the no.]	[insert the no.]	[insert the no.]
[insert the no.]	[insert the no.]	[insert the no.]	[insert the no.]

11. Membership of professional bodies: [indicate the name of the professional body]

12. Other skills: [insert the skills]

13. Present position: [insert the name]

14. Years of experience: [insert the no]

15. Key qualifications: (Relevant to the assignment)
 [insert the key qualifications]

16. Specific experience in the region:

Country	Date from - Date to
[insert the country]	[indicate the month and the year]
.....
[insert the country]	[indicate the month and the year]

17. Professional experience:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
[indicate the month and the year]	[indicate the country and the city]	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	[indicate the exact name and title and if it was a short term or a long-term position]	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
[indicate the month and the year]	[indicate the country and the city]	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	[indicate the exact name and title and if it was a short term or a long-term position]	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:
[indicate the month and the year]	[indicate the country and the city]	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of	[indicate the exact name and title and if it was a short term or a long-term position]	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:

Date from – Date to	Location of the assignment	Company & reference person (name & contact details)	Position	Description
		the reference person from the company:		
.....
[indicate the month and the year]	[indicate the country and the city]	Name of the Company: Address of the company: Phone: Fax: Email: Name and title of the reference person from the company:	[indicate the exact name and title and if it was a short term or a long-term position]	Name of the Assignment: Beneficiary of the Assignment: Brief description of the Assignment: Responsibilities:

18. Other relevant information: (e.g. Publications)

[insert the details]

19. Statement:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I hereby declare that at any point in time, at the COMFWB Secretariat's request, I will provide certified copies of all documents to prove that I have the qualifications and the professional experience as indicated in points 9 and 18 above documents which are attached to this CV as photocopies.

By signing this statement, I also authorize the COMFWB Secretariat to contact my previous or current employers indicated at point 18 above, to obtain directly reference about my professional conduct and achievements.