



COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA (COMESA) FEDERATION OF NATIONAL ASSOCIATION OF WOMEN IN BUSINESS (COMFWB)

**REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS TO DEVELOP BILL OF
QUANTITIES AND ARCHITECTURAL DRAWINGS FOR COMFWB SEYCHELLES
CHAPTER INCUBATION HUB**

REF: COMFWB/CS/COYWA/S/21/8/2026

**REQUEST FOR EXPRESSION OF INTEREST
SELECTION OF INDIVIDUAL CONSULTANTS**

REFERENCE NUMBER: COMFWB/CS/COYWA/S/21/8/2026

DATE: August 21, 2026

REQUEST FOR SERVICE TITLE- TO DEVELOP BILL OF QUANTITIES AND ARCHITECTURAL DRAWINGS FOR COMFWB SEYCHELLES CHAPTER INCUBATION HUB.

1. INVITATION

The COMFWB Secretariat is inviting individuals, organizations, or firm Consultants (individual or consortium) to submit their CV and Financial Proposal for the following services: **CONSULTANCY FOR DEVELOPMENT OF BILL OF QUANTITIES, ARCHITECTURAL AND STRUCTURAL DRAWINGS FOR COMFWB SEYCHELLES CHAPTER INCUBATION HUB.**

The Terms of Reference defining the minimum technical requirements for these services are attached as Annex 1 to this Request for Expression of Interest.

2. ELIGIBILITY

Individual, organizational, or firm Consultants (individual or consortium) are eligible for this assignment.

3. BUDGET

The maximum budget for this contract is **US\$ 6,000.00** for expert service/ consultants' fees only. Proposals exceeding this budget will not be accepted.

4. SUBMISSION OF REQUIREMENTS

Your Expression of Interest must be presented as per Expression of Interest Forms attached to this Request for Expression of Interest, in the English language and be accompanied by copies of all the indicated supporting documents.

If the supporting documents are not in English, these shall be accompanied by a certified translation into English.

Your application documents clearly marked and email bearing the subject “: **CONSULTANCY FOR DEVELOPMENT OF BILL OF QUANTITIES, ARCHITECTURAL AND STRUCTURAL DRAWINGS FOR COMFWB SEYCHELLES CHAPTER INCUBATION HUB.**” should be emailed to the following addresses: jmasanche@comesa.int with a copy to comfwb@comesa.int.

5. The deadline for submission of your application, to the address indicated above, is: **September 04th 2026, at 16:00hours Malawi time.**
6. Physical submission of applications is not allowed.
7. Technical proposal will be assigned a weight of 80%, and the financial proposal will be weighted at 20%. CVs will be evaluated against the following criteria.

S/No.	Criteria	Maximum points allocated
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1	General qualifications	25
2	Adequacy for the assignment	65
3	Experience in the region	5
4	Language proficiency	5
	Total	100

8. Your proposal should be submitted as per the following instructions:

(I)Prices: The financial proposal shall be inclusive of all expenses deemed necessary by the Consultant for the performance of the contract.

(II)Evaluation and award of the contract:

Expressions of Interest determined to be formally compliant to the requirements will be further evaluated technically.

An Expression of Interest is considered compliant to the requirements if:

- The financial proposal does not exceed the maximum available budget for the contract.
- The award will be made to the applicant who obtains the highest technical score. Expressions of Interest not obtaining a minimum score of 70% will be rejected.

(III)Validity of the expression of interest:

Your Expression of Interest should be valid for a period of 90 days from the date of deadline for submission indicated in Paragraph 4 above.

9. The assignment is expected to commence immediately from the signature of the contract.
10. Additional requests for information and clarifications can be made until 7 working days prior to deadline indicated in the paragraph below.

The deadline for submission of your application, to the address indicated above, is **September 4th, 2026, at 16:00hours Malawi time.**

Contact person: **Head of Procurement**

E-mail: jmasanche@comesa.int with a copy to comfwb@comesa.int

ANNEXES:

ANNEX 1: Terms of Reference

ANNEX 2: Expression of Interest Form

ANNEX 1: TERMS OF REFERENCE

**COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA
(COMESA) FEDERATION OF NATIONAL ASSOCIATION OF
WOMEN IN BUSINESS (COMFWB)**

**REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS TO DEVELOP
BILL OF QUANTITIES AND ARCHITECTURAL DRAWINGS FOR COMFWB
SEYCHELLES CHAPTER INCUBATION HUB**

REF: COMFWB/CS/COYWA/S/18/8/2026

1. Background

COMFWB is a regional institution established under the **COMESA Treaty Articles 154 and 155**, which mandate the promotion of women in business and the strengthening of their participation in Programmes that promote regional integration, economic development, and gender equality across its 21 COMESA member states. Under the Sub-Delegation Agreement between COMESA and AUDA-NEPAD, both institutions agreed to partner through the COYWA Programme, with implementation led by COMFWB.

Within this framework, the COMFWB Seychelles Chapter Incubation centre/ Hub is envisioned as a flagship centre to empower youth and women entrepreneurs, to build institutional capacity, and to drive inclusive growth across the COMESA region.

This Incubation centre is designed to be more than a physical workspace, but will provide a comprehensive ecosystem of support combining mentorship, training, access to finance, product development services, and market linkages to accelerate the growth of women- and youth-led enterprises.

To advance the project, COMFWB Secretariat is looking for requires consultancy services to produce **a Bill of quantities (BoQ) structural and architectural drawings** that will guide construction of the hub. These deliverables will form the technical backbone of the project, enabling COMFWB and its partners to move confidently into the implementation phase.

2. Objectives of the Assignment

- To prepare a detailed **Bill of Quantities (BoQ)** that reflects accurate cost estimates for construction.
- To design functional and sustainable **architectural drawings** for the incubation hub.
- To design functional and sustainable **structural drawings** for the incubation hub.
- To ensure compliance with Seychelles' **building codes, environmental standards, and accessibility requirements**.

3. Scope of Work

The consultant will be expected to:

- Review site conditions, conduct measurements, and assess environmental and regulatory constraints.
- Produce conceptual and detailed drawings (floor plans, elevations, sections, 3D perspectives).
- Integrate structural, electrical, plumbing, and ICT infrastructure requirements.

- Develop a comprehensive BoQ (Bill of Quantities) covering materials, labor, and equipment.
- Align designs with Seychelles' construction regulations and sustainability standards and ensure compliance and certification.
- Engage COMFWB, COMFWB Seychelles Chapter, and local authorities for feedback and validation.
- Submit signed architectural drawings, structural drawings, BoQ, and digital files in editable formats.

4. Deliverables

At the end of the assignment, the Consultant/Firm is expected to have delivered the following:

- Inception report with methodology and work plan.
- Draft architectural and structural drawings for review.
- Final architectural and structural drawings (hard copy + digital).
- Bill of Quantities with detailed cost breakdown.
- Presentation to stakeholders.

5. Required Qualifications

- Advanced degree in **Architecture or Civil Engineering**.
- Minimum **5 years' experience** in architectural design and BoQ preparation.
- Proven track record in **designing institutional or innovation hubs or facilities of the same nature**.
- Familiarity with **Seychelles' building regulations**.
- Strong communication and stakeholder engagement skills.

6. Eligibility of Consultants

This consultancy is open to reputable individuals or Consultancy firms with sufficient qualifications and experience as detailed above. Individual, organizational, or firm is eligible for this assignment.

The maximum budget for this contract is **US\$6,000.00** for expert service/consultants' fees only. Proposals exceeding this budget will not be accepted.

The assignment is expected to commence **10th September 2026**. Details of completion of work and work schedule including reporting will be discussed further and agreed upon after signing of the contract.

7. Criteria for Evaluation of Consultants

Bidders must provide both Technical and Financial proposals.

The evaluation shall be based on the following attributes:

- a) The overall responsiveness and quality of the proposal in clearly stating an understanding of the work to be performed.
- b) Technical ability of the proposer to perform the required services.
- c) The experience and reputation of the proposer as represented in the response and the quality of the references.
- d) Cost of services. Fees and expenses will be a particularly important factor when all other evaluation criteria are relatively equal.

8. REPORTING & SUPERVISION

- The Consultants will report to the COYWA project Coordinator and work very closely with the COMFWB Seychelles Chapter

9. APPLICATION PROCESS

Submit:

- CV
- Technical Proposal
- Financial Proposal

To:

 jmasanche@comesa.int

 Copy: comfwb@comesa.int

10. DEADLINE

Sep 4st, 2026 – 16:00 Hrs (Malawi time)

ANNEX 2: EXPRESSION OF INTEREST FORMS

A. COVER LETTER FOR THE EXPRESSION OF INTEREST FOR THE PROJECT	10
B. CURRICULUM VITAE	10

A. COVER LETTER FOR THE EXPRESSION OF INTEREST

REQUEST FOR SERVICES TITLE: - SHORT-TERM CONSULTANCY TO DEVELOP BILL OF QUANTITIES AND ARCHITECTURAL DRAWINGS FOR COMFWB SEYCHELLES CHAPTER INCUBATION HUB

Country, Date

To: COMFWB Secretariat

Dear Sirs:

I, _____ the undersigned, offer to provide the consulting services for the **SHORT-TERM CONSULTANCY TO DEVELOP BILL OF QUANTITIES, ARCHITECTURAL AND STRUCTURAL DRAWINGS FOR COMFWB SEYCHELLES CHAPTER INCUBATION HUB** in accordance with your Request for Expression of Interests **REF: COMFWB/CS/COYWA/S/21/8/2026** dated **AUGUST 21, 2026**.

I hereby declare that all the information and statements made in my CV are true and accept that any misinterpretation contained in it may lead to my disqualification.

My proposal is binding upon me for the period indicated in Paragraph 8(iii) of this Request for Expression of Interest.

I undertake, if my Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph 9 of the Request for Expression of Interest, and to be available for the entire duration of the contract as specified in the Terms of Reference.

I understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature *[In full and initials]*:

Name and Title of Signatory:

B. CURRICULUM VITAE

1. Family name:

2. First names:

3. Date of birth:

4. Nationality:

5. Physical address:

6. Postal address

7. Phone:

8. E-mail:

9. Education:

Institution: [Date from – Date to]	Degree(s) or Diploma(s) obtained:

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

Language	Reading	Speaking	Writing
English			
Arabic			
French			

11. Membership of professional bodies:

12. Other skills:

13. Present position:

14. Years of experience:

15. Key qualifications:

16. Specific experience in the region:

Country	Date from - Date to

17. Professional experience:

Date from – Date to	Location of the assignment	Company& reference person (name & contact details)	Position	Description

18. Other relevant information:

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 14 above¹, 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 17 above, to obtain directly reference about my professional conduct and achievements.

Date: _____

¹ *The proof of stated qualifications shall be in the form of the copies of the degrees and diploma obtained, while for the professional experience the proof shall be either acknowledgement letters from the previous employers or copies of the Purchase Order/ Contract signed with them.*