



**MALAWI NATIONAL EXAMINATIONS BOARD
P.O. BOX 191, ZOMBA.**

INTERNATIONAL COMPETITIVE BIDDING-(ICB)

Name of Country : MALAWI

**Name of Project : ENGAGEMENT OF AN ARCHITECT FOR THE
CONSTRUCTION OF PURPOSEFULLY BUILT MANEB COMPLEX**

**Assignment Title : TERMS OF REFERENCE FOR HIRING A FIRM TO
PROVIDE ARCHITECTURAL DESIGN AND TECHNICAL DOCUMENTATION
(ARCHITECTURAL & ENGINEERING DESIGNS, BILLS OF QUANTITIES,
COST ESTIMATES AND CONSTRUCTION TIME SCHEDULES), INTERIOR
DESIGN SERVICES, FEASIBILITY STUDY AND CONSTRUCTION
SUPERVISION FOR THE CONSTRUCTION OF PURPOSEFULLY BUILT
MANEB COMPLEX**

Consultancy Ref. No : MANEB/S/ICB/01/25-26

Date of Issue : 09th October, 2025

1) Background

The Malawi National Examinations Board (MANEB) is a parastatal organisation established under the MANEB Act, Chapter 30:04 of the Laws of Malawi to conduct such academic and other examinations at the conclusion of any approved course in Malawi as it may be considered desirable in the public interest and award certificates to successful candidates in such examinations.

Since the establishment of MANEB, candidature has over the years kept on increasing and this was more evident after the introduction of Free Primary

Education (FPE) in 1994 and establishment of Community Day Secondary Schools (CDSSs). This necessitated an increase in the staffing requirements, leading to pressure on the existing MANEB infrastructure to the extent that officers who handle confidential documents currently share offices. For compiling and proofreading of examinations papers the officers use the same room used by typesetters, making it too small for the activities. Furthermore, other departments such as Finance and Computer Services are accommodated in dilapidated buildings posing a safety risk to MANEB staff and documents.

The increase in candidature also calls for more storage space for examination documents.

For over a decade MANEB has been printing examinations in-house. The space currently being used for the printing is small and can hardly accommodate high tech machinery that can perform all functions without exposing the confidential materials.

Apart from the office space challenges, MANEB's parking area is too small for both institutional and staff vehicles.

In view of the challenges highlighted above, as a long term solution, MANEB has secured land to accommodate its space needs. MANEB, therefore, seeks to engage a firm to provide architectural design and technical documentation (architectural and engineering designs, Bills of Quantities, cost estimates and construction time schedules), interior design services, feasibility study and construction supervision for the construction of purposefully built MANEB complex.

2) Objectives of the Assignment

The main objective of the assignment is to engage a firm to provide architectural & interior design and technical documentation for the purposely built MANEB Complex allowing construction contractors to thoroughly understand and interpret them.

2.1 Specific objectives

- 2.1.1 To assess the feasibility of constructing purposefully built MANEB Complex;
- 2.1.2 To provide a detailed design of the purposefully built MANEB offices in line with relevant ISO and EDGE certified standards to promote sustainable construction;
- 2.1.3 To provide office interior design services;
- 2.1.4 To provide comprehensive costing of the purposefully built MANEB Complex from pre-construction, construction and commissioning stages; and
- 2.1.5 To carry out supervision and quality assurance for construction works for the purposefully built MANEB Complex.

3) Scope of the Assignment

The assignment shall be undertaken in two phases: Phase 1-shall take 1 month under which the consultant shall be required to conduct a feasibility study and prepare and submit design plans that is compliant with the design parameters and performance specifications set by this TOR and tender documentation. The consultant shall also provide office interior design services during this phase. Phase 2 – the period for phase 2 shall be determined after completion of phase 1. Under phase 2, the consultant shall conduct construction supervision for the tendered works and also attend to any defects during the proving period of the project.

- 3.1 Phase 1 shall be undertaken on a lump sum contract with a duration of One (1) month. The consultant shall take full responsibility of the designs and shall make any necessary reviews/changes required during construction phase. The works will include;
 - 3.1.1 Conduct meetings with the Client to get a clear understanding of requirements and expectations to ensure design completeness and acceptance,
 - 3.1.2 Conduct reconnaissance visit to the proposed site, establishing key features, existing services and other notable parameters,
 - 3.1.3 Produce conceptual design model of the desired office structure conforming to the latest national and international building standards. The model shall consider the accessibility to every apartment by persons with disabilities and associated visible marks. Focus shall also include the building's interior design for the facilities including the look, feel,

colour palette, materials, and furniture style. Further, the model should maximize energy efficiency and multifunctionality. Attention shall also be given to the areas that will receive visitors such as the reception, conference and meeting rooms. The conceptual designs are expected to include a 3-5 minute video clip showcasing the aesthetic look of both the surrounding and the external walls, the interior design and associated markings for easy access to offices and other rooms, the standard security features to be installed including access to rooms and CCTV, and the arrangement of all furnishings,

- 3.1.4 Technical studies encompassing including topographic surveys and geotechnical surveys;
- 3.1.5 Carry out environmental and social impact assessment in accordance with National guidelines;
- 3.1.6 Produce preliminary and detailed engineering design drawings for the offices;
- 3.1.7 Work closely with MANEB Security Team, the Consultant shall within its design incorporate MANEB security requirements;
- 3.1.8 Carry out comprehensive engineering, economic and financial feasibilities of the conceptual model, present and discuss with MANEB;
- 3.1.9 Undertake a risk assessment looking at structures' deterioration and associated risks etc;
- 3.1.10 Prepare time schedule for the supervision of construction works;
- 3.1.11 Support the Client in tender documentation and the tendering process, bid evaluations and contracting for the contractors;
- 3.1.12 Design permanent monitoring to allow problems to be identified immediately,
- 3.1.13 For the selected model, carry out detailed designs and prepare working drawings for the foundation, structural layout of columns, slabs, beams, doors, windows, roof, walls, floors, water supply, internal and external drainage system, sewer system, electrical system, renewable energy systems, evacuation plans, ICT and communication networking, audio/visual system room layouts, furniture and fixtures, flooring, false ceiling and false partitioning, security system, fire security system, stairs, elevators and ramps, access for people with special needs, internal and external lighting, water proofing, parking, landscaping, complex boundary walls and any other features as required by the Client,

3.1.14 Obtain all the necessary approvals and certifications from relevant statutory authorities. All designs and documents shall fulfil all national authority requirements for physical planning and building regulations,

3.1.15 Prepare technical specifications considering cost efficiency and functionality, BoQs and project cost estimates based on market prices for such works, which shall include civil, electrical, mechanical, plumbing, heating, ventilation and air conditioning services, ICT equipment, acoustics, among others. The estimation of quantities shall be based on the analysis for computing the unit prices for the different items of works.

3.2 Phase 2 shall be subject to satisfactory performance of which the criteria shall include;

3.2.1 quality of deliverables,

3.2.2 timely submission of deliverables,

3.2.3 compliance with contractual obligations including deployment of agreed staff, and

3.2.4 responsiveness of the consultant.

This phase shall be undertaken on a time-based contract with a duration as determined during phase 1 which shall include defects liability period. Construction period for the offices shall commence immediately after approval by the Public Sector Improvement Program (PSIP). Both phases will be procured together-i.e. the consultant is required to quote for both phases. Phase 2 of the contract shall come into effect after declaration of successful completion of phase 1 by the Client and upon client's notice to the consultant instructing commencement of phase 2 services.

4) Eligibility and Qualification Criteria

5) Team leader	6) BSc in Architecture 7) Registered with Board of Architects and Quantity Surveyors (BoAQS)	8) A minimum of 10 years' experience
9) Building Design Engineer	10) BSc in Civil/Structural Engineering 11) Professional	12) A minimum of 10 years' experience

	Registered with Malawi Engineering Institution (MEI)	
13) Electrical Engineer	14) BSc in Electrical Engineering 15) Professional Registered with MEI	16) A minimum of 10 years' experience
17) Quantity Surveyor,	18) BSc in Quantity Surveying 19) Registered with BoAQS	20) A minimum of 10 years' experience
21) Structural Engineer	22) BSc in Civil/Structural Engineering 23) Professional Registered with MEI	24) A minimum of 10 years' experience
25) Building Services Engineer	26) BSc in Electrical Engineering or Mechanical Engineering 27) Professional Registered with MEI	28) A minimum of 10 years' experience
29) Construction Supervision Engineer	30) BSc in Civil/Structural Engineering 31) Professional Registered with MEI	32) A minimum of 10 years' experience
33) Safeguard Specialist	34) BSc Environmental/Soci al management related qualifications.	35) A minimum of 10 years' experience
36) Interior Design	38) Bachelor's degree and professional	40) A minimum of 10 years'

37) Specialist	certificate in 39) Interior Design	experience
41) Clerk of works (CoW)	42) Diploma in civil engineering / construction engineering	43) A minimum of 10 years' experience

44). Duration

The selected firm shall be expected to deliver within 30 calendar days from the date of contract signing for phase 1. Duration for phase 2 shall be determined after completion of phase 1.

45) Reporting and Communication

1. The consultant will be reporting to the Director of Corporate Services
2. The consultant will be required to report every milestone, deliverable completion and at the end of the assignment.

46) Shortlisting of Firms

Expression of Interest (Eoi) will be evaluated or selected in accordance with the Public Procurement and Disposal of Asset Act No 7 of 2025 and Public Procurement Regulations 2020 of the Republic of Malawi under International Competitive Bidding (ICB) Procedures. Participation is open to all eligible firms.

47) Submission of Expression of Interest

Interested eligible firms may submit expression of Interest to The Malawi National Examination Board (MANEB), stating their interest and attaching the following documents for assessment; The submission of an Expression of Interest does not constitute a bid. However, the Department will solely use the information to shortlist qualified consultants for participation in a substantive tender process using Request for Proposals (RFP).

Bidders must meet the following minimum requirements,

- i. Official letter on letterhead expressing interest

- ii. Detailed company profile that includes number of years in providing similar services in Malawi or elsewhere, number of professional staff (permanent / temporary) qualified to perform the services as mentioned above
- iii. Relevant work experience for similar services successfully executed in the last four (4) years (2021-2022 FY, 2022-2023 FY, 2023-2024 FY, 2024-2025 FY), by attaching system generated Local Purchase Orders (LPO); Copy of signed contracts by all parties; approved and accepted deliverable reports, proof of payment and payment vouchers
- iv. Detailed CVs for key personnel who will undertake this assignment and their specific experience on projects of similar magnitude.
- v. Economic capacity (turnover of the last 3 years)
- vi. Copies of business registration certificates and business licenses,
- vii. Copies of Tax Clearance Certificate, current and valid
- viii. Declaration of submitting technical and financial proposals in-case of being shortlisted,
- ix. Audited Financial Statements for the past three (3) Years- (2022-2023 FY, 2023-2024 & 2024- 2025)
- x. Partnership or joint venture agreements where applicable

Joint ventures and/or Association with local consultants are encouraged.

Interested firms may obtain further information from the Procurement and Disposal Unit +265 111 625 277 or email: executivedirector@maneb.edu.mw . or from the address below during working hours from 08:00 am to 12.00 noon and from 13.00 hours pm to 16.30 hours on all working days

Sealed Expressions of Interest- EoI (One ORIGINAL & Five COPIES) must be deposited in the tender box at the address below in person. By **07th November, 2025 before 10:00 hours local time** and the sealed envelope must be clearly **marked**

“Consultancy for Terms Of Reference For Hiring A Firm To Provide Architectural Design And Technical Documentation (Architectural & Engineering Designs, Bills Of Quantities, Cost Estimates And Construction Time Schedules), Interior Design Services, Feasibility Study And Construction Supervision For The Construction Of Purposefully Built MANEB Complex”.

***NB:** Please do not submit Technical or Financial offers or other documents not requested. Kindly note that complete tender documents (RFP) will be sent to shortlisted firms.*

Address of Submission

The Chairman,
Internal Procurement and Disposal Committee,
Procurement and Disposal Unit, Room 109(B)
The Malawi National Examinations Board
Malemia road next to old Parliament building
First Floor, Tender Box placed
P.O. Box 191
Zomba
Email: executivedirector@maneb.edu.mw
Phone: +265 111 625 277