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ZAMBIA CENTRE FOR ACCOUNTANCY STUDIES (ZCAS)

EXPRESSION OF INTEREST (FIRM SELECTION)

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FOR THE PROVISION OF DESIGNS AND FULLY COSTED BILL OF QUANTITIES (BOQ) FOR THE CONSTRUCTION OF STUDENTS' HOSTEL ACCOMMODATION AT ZCAS

EOI REFERENCE NO: ZCAS/EOI/EST/346/2025

DATE OF ISSUE: 8/12/2025

1. BACKGROUND

The Zambia Centre for Accountancy Studies (ZCAS), a leading higher education and professional training institution, invites reputable and qualified consulting firms to submit Expression of Interest (EOI) for the provision of consultancy services to design and prepare a well costed Bill of Quantities (BOQ) for the construction of student hostel accommodation at the ZCAS campus.

ZCAS intends to construct a **modern on-campus student hostel facility** to address the growing demand for secure, accessible, and conducive student accommodation. The proposed development is expected to provide **not less than 250 bed spaces**, subject to the final design and site constraints. The hostel facility should be designed and delivered to meet ZCAS's functional, safety, statutory, and quality requirements.

The project involves the design, costing, and preparation of detailed BOQ for the proposed student hostel facilities to be constructed on ZCAS property.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this consultancy is to engage a qualified firm to:

- a. Prepare architectural and engineering designs for the proposed hostel accommodation,
- b. Develop detailed and accurate Bill of Quantities (BOQ)
- c. Provide cost estimates and construction schedules
- d. Provide technical guidance and recommendation to support ZCAS decision making

3. SCOPE OF SERVICES

The scope of works is expected to include, but not be limited to the following components:

Preliminary Design Services

- i) Conduct a site reconnaissance survey and preliminary assessment of environmental, geotechnical, and structural considerations.
- ii) Develop conceptual and schematic architectural designs accommodating *not less than 250 bed spaces (subject to space assessment)*.
- iii) Prepare preliminary engineering designs covering:
 - a. Structural engineering
 - b. Electrical installations
 - c. Mechanical systems
 - d. Plumbing and drainage
 - e. Civil works
 - f. Fire safety systems
 - g. Any other relevant information.
- iv) Provide 3D visualisations and conceptual drawings illustrating proposed layouts, circulation, and facility functions.
- v) Ensure that the preliminary design complies with applicable Zambian building laws, planning regulations, and international best practices.

4. EXPECTED DELIVERABLES

The selected consulting firm will be required to submit deliverables including but not limited to:

- i) Preliminary architectural and engineering drawings.
- ii) 3D visualisations / renderings.
- iii) Preliminary cost estimates.
- iv) Prepare preliminary Bill of Quantities (BOQs) for the proposed scope of works.
- v) Provide value engineering input to optimise design and cost efficiency.
- vi) Submit a preliminary budget, cash flow plan, and projected implementation schedule.

5. ELIGIBILITY REQUIREMENTS

Interested consultants must provide information indicating that they have the required qualifications and relevant experience to perform the services. The following is the shortlisting criteria amongst others:

- i) The participation in the Expression of Interest is restricted to the Citizen and Local Consulting firms.

- ii) Proof of registration with the Patents and Companies Registration Agency (PACRA) by providing both the PACRA Registration Certificate and the PACRA Computer Printout; ZRA tax clearance certificate and NAPSA compliance certificate.
- iii) The core business and experience of the consulting firm stating the availability of key staff. (Provide Brochures and/or Company Profiles which should include CVs of relevant key staff);
- iv) Description of similar assignments undertaken by the firm stating the name, scope, and cost of the comparable assignments; and
- v) Provide proof that your firm possess the technical, managerial, and financial capacity to execute the services and be registered with professional bodies such as EIZ, ZIA, ACEZ, etc, for engineers and designers.

6. METHOD OF SELECTION

The selection of the firms shall be in accordance with the Quality & Cost Based Selection (QCBS) Method spelt out in the Public Procurement Act No. 8 of 2020 and the Public Procurement Regulations of 2022.

7. ADDITIONAL INFORMATION

Interested firms should obtain further information from the Procurement Office and the Estates Office at the address given below during office hours.

8. SUBMISSION OF EXPRESSIONS OF INTEREST

Five (5) copies and One (1) Original of Expression of interest should be appropriately bound, sealed and clearly marked as “**Expression of Interest for Consulting Services to Provide Designs and Other Engineering Services for the Construction of ZCAS Student Hostels**”, must be addressed to the Executive Director, Zambia Centre for Accountancy Studies and deposited in the **TENDER BOX** that is accessible on the first floor, George Sokota Building, Zambia Centre for Accountancy Studies (ZCAS), **P.O Box 35243, Dedani Kimathi Road, Lusaka** on or before **29th December 2025** at or before **10:30 hours, local time**. **The telephone numbers are + 260 211 232093/5 and telefax number is +260 211 222542. HOWEVER TELEGRAPHIC AND/OR ELECTRONIC OFFERS/BIDS SHALL NOT BE ACCEPTED. Late bids shall be rejected.**

9. BID SUBMISSION DEADLINE

The closing date for the receipt of Expression of Interest is **Monday 30th December 2025** at **10:30 hours local time** and any Expression of Interest received after the time and date stipulated above will not be accepted. The Expressions of Interest will be opened in the Boardroom located on the first floor, George Sokota Building, Zambia Centre for Accountancy Studies (ZCAS) at **10:30 hours local time** in the presence of Bidders’ representatives who choose to attend.

**Procurement Officer
For/The Executive Director,
Zambia Centre for Accountancy Studies (ZCAS)
P.O. Box 35243, Dedani Kimathi Road,
LUSAKA**