



BOTSWANA  
EXAMINATIONS  
COUNCIL

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## EXPRESSION OF INTEREST

EOI NO. BEC 001 / 25-26

### HIRE OF PRIVATE CANDIDATES' EXAMINATION VENUES FOR BOTSWANA EXAMINATIONS COUNCIL

#### 1. BACKGROUND

The Botswana Examinations Council is a semi-autonomous body created by the Botswana Examinations Council Act Cap 58:03 of 2019. Botswana Examinations Council is a Parastatal organization under the Ministry of Child Welfare and Basic Education. The mandate of BEC is to conduct school examinations and other examinations for the Ministry of Child Welfare and Basic Education, to award certificates in respect of the examinations it operates.

#### 2. INVITATION

BEC invites local churches, Government entities, VDCs and other Non-Profit making organizations that have halls and classes or facilities to accommodate examination candidates during the examination period. Such examinations are normally written around the country between the months of October and December annually.

The venues will be required at the following Examination venues:

#### 3. REGIONS

- Gaborone
- Mogoditshane
- Tlokweng
- Palapye
- Serowe
- Mahalapye
- Selibe Phikwe
- Bobonong
- Francistown
- Letlhakane
- Lobatse
- Kanye
- Kasane
- Maun

#### 4. SPECIFICATIONS

The facilities sought to be used as examination venues should meet the requirements or standards of examinations, and they should provide an environment in which the candidates feel comfortable. The following are required:

- Convenient and easily accessible by public transport,
- Adequate ventilation (e.g., large windows or airflow systems)
- Sufficient natural and/or artificial lighting
- Quiet environment, free from external disturbances
- The condition and status of the buildings are expected to be structurally habitable and fit for purposes.
- Lockable doors and secure access points.
- Safe and secure to use as an examination venue
- Adequate parking space for use by BEC personnel, examiners and the candidates.
- Adequate number of restrooms with running water for the number of candidates and officers housed
- Clean tap water for all the candidates and examiners
- Office space for invigilators.
- Access to electricity during examination hours

#### 5. CRITERIA FOR SELECTION

This Expression of Interest is reserved for churches, Government entities, VDCs and other Non-Profit making organization that have halls and classes or facilities to accommodate examination candidates.

Facility owners must, in order to be considered for the award of the contract complete the following table:

Requirement	Bidder Response
Region	
Plot Number	
Size of Facilities in m <sup>2</sup>	
Number of School Chairs and Desks	
Availability of Electricity	
Number of Usable Toilets	
Access to Clean Drinking Water	
Parking Capacity	
Security Arrangements	

Botswana Examinations Council **may** visit your premises to inspect and verify the provided information.

#### 6. SUBMISSION DETAILS

Format: One (1) original and three (3) copies, submitted in a sealed envelope

Label: EOI NO. BEC 001 / 25-26: HIRE OF EXAMINATION VENUES FOR PRIVATE CANDIDATES

Addressed to:  
Procurement Office  
Botswana Examinations Council  
Plot 54864, KT Motsete Road  
Private Bag 0070  
Gaborone, Botswana

Submission Deadline:  
20th June 2025 at 10:00 AM

Late submissions will not be accepted. Documents will be opened immediately after the closing time.

## **7. CLARIFICATIONS**

Requests for clarification should be emailed to:  
[procurement@bec.co.bw](mailto:procurement@bec.co.bw) at least three (3) working days before the closing date.

## **8. DISCLAIMER**

Submission of an Expression of Interest does not guarantee selection or contract award. BEC reserves the right to modify or cancel this process at any stage without obligation. BEC may shortlist, reject, or request additional information at its sole discretion.

## **9. CONFLICT OF INTEREST DECLARATION**

All respondents must declare any existing or potential conflict of interest that may affect their eligibility.