

EXPRESSION OF INTEREST

EOI NO. BEC 003 / 25-26 PROVISION OF LEGAL SERVICES TO BOTSWANA EXAMINATIONS COUNCIL (BEC)

The Botswana Examinations Council (BEC) invites **100% citizen-owned law firms** to submit **Expressions of Interest (EOI)** for inclusion on the **BEC Panel of Attorneys** to provide legal services on an **as-and-when-required basis** for a period of **five (5) years**.

Scope of Services

Legal services will cover, among others:

Labour and Employment Law; Corporate and Commercial Law; Public Procurement Law; Data Protection and Privacy; ICT Law; Insurance; Corporate Governance and Compliance; Litigation and Dispute Resolution; Civil Law; and other areas relevant to BEC's mandate.

Eligibility and Evaluation

Interested firms must be fully compliant with Botswana laws and submit:

- Certified copies of company and shareholder certificates showing 100% citizen ownership,
- Valid Tax Clearance and PPRA Registration Certificates,
- Law Society of Botswana Membership Certificates,
- CVs of key attorneys, and
- At least three (3) client references.

Evaluation will be based on experience, qualifications, references, and local capacity. Firms attaining a **minimum of 60 marks** will be shortlisted.

Request for EOI Document

Interested bidders may **request the full EOI document** from the **Procurement Unit, Botswana Examinations Council**, by emailing **procurement@bec.co.bw** or **tmogapi@bec.co.bw** during working hours (07:30–16:30).

Submission Details

EOI submissions must be made in **one original and one copy**, sealed and clearly labeled:

EOI NO. BEC 003/25-26 – PROVISION OF LEGAL SERVICES TO BOTSWANA EXAMINATIONS COUNCIL (BEC) and delivered to:

The Procurement Office

Botswana Examinations Council, Plot 54864, KT Motsete Road,
Private Bag 0070, Gaborone

Closing Date: 21st November 2025 at 10:00 a.m.

Late or electronic submissions will not be accepted.

Important Notice

This is not a Request for Proposal (RFP) or a tender but an invitation to pre-qualify for the BEC Panel of Attorneys. Inclusion on the panel does not constitute a contract. BEC reserves the right to accept or reject any submission without providing reasons.

Issued by:

Procurement Unit

Botswana Examinations Council (BEC)

10th November 2025