



EXPRESSION OF INTEREST



INVITATION

The Botswana Examinations Council (BEC) hereby invites suitably qualified and experienced service providers to submit Expressions of Interest for the provision of Employee Medical Examination Services.

This initiative is aimed at promoting employee wellness, ensuring occupational safety, reducing absenteeism, and enhancing overall productivity within the organization.



Tender Reference No.
BEC 001 / 26-27



Tender Title
Provision of Employee Medical Examination Services for Botswana Examinations Council (BEC)

BACKGROUND

The Botswana Examinations Council (BEC) is a body corporate established under the Botswana Examinations Council Act, 2019, Cap 58:03, under the Ministry of Child Welfare and Basic Education. BEC is mandated to manage and conduct examinations and assessments in general education and technical and vocational education and training in Botswana.

This Expression of Interest (EOI) is issued in accordance with the Public Procurement Act, 2021, and the Public Procurement Regulations, 2023, guided by the BEC Procurement Policy and Procedures.

BEC recognizes the importance of maintaining a healthy and productive workforce and seeks to engage suitably qualified service providers to conduct staff medical examination services.



Eligibility & Compliance Requirements

Interested service providers must submit one (1) original and one (1) copy of the following mandatory documents:

- ✓ Company profile detailing experience in medical services
- ✓ Certified copy of company registration certificate (CIPA)
- ✓ Valid Tax Clearance Certificate (BURS)
- ✓ Valid Public Procurement Regulatory Authority (PPRA) registration certificate (relevant code for medical/health services)
- ✓ Proof of licensing/registration of medical professionals with relevant regulatory bodies
- ✓ Curriculum Vitae (CVs) of key medical and technical personnel
- ✓ Evidence of similar assignments successfully completed
- ✓ At least two (2) traceable client references
- ✓ Any additional supporting documents demonstrating capacity and experience

Incomplete submissions will not be considered.



Submission Instructions

Expression of Interest response documents must be submitted using a one-envelope system, containing one (1) original and one (1) copy

The envelope must be sealed and clearly labelled as follows:

EOI NO: BEC 001 / 26-27

PROVISION OF EMPLOYEE MEDICAL EXAMINATION SERVICES FOR BOTSWANA EXAMINATIONS COUNCIL (BEC)

Submission Details

Submissions must be delivered to:

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

Scope of Services

Interested and qualified service providers are invited to express interest in providing the following services:

- Pre-employment medical examinations
- Periodic / annual employee medical screening
- Fitness-to-work assessments
- Exit medical examinations
- Return-to-work assessments following long illness or injury

Objectives of the Assignment

The objectives of the employee medical examination services are to:

- Establish baseline health profiles for employees
- Determine fitness of employees to perform assigned duties safely
- Assess fitness for return to duty following prolonged illness or injury
- Conduct exit medical examinations for employees leaving the employ of BEC

Clarifications: Requests for clarification regarding this Expression of Interest must be submitted in writing to: procurement@bec.co.bw or glebengo@bec.co.bw

All clarification requests must be submitted in writing at least five (5) working days before the closing date.

DISCLAIMER

- Submission of an Expression of Interest does not guarantee inclusion on the shortlist or award of contract
- BEC reserves the right to cancel or modify this process without providing reasons
- Bidders must declare any actual or potential conflict of interest
- BEC is not obliged to enter into any agreement with any respondent

Privacy Notice: Personal data submitted in relation to this procurement process will be processed by the Botswana Examinations Council for procurement administration and regulatory compliance purposes. Personal data will be processed lawfully, accessed by authorized personnel and retained only as required by law, in accordance with Botswana Data Protection Act, 2024.



Closing Date
19 JUNE 2026,
10:00AM



+365 0700

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