

## INVITATION TO TENDER

Date: 20.04.2026

### PROCUREMENT OF CONSULTANCY SERVICES FOR THE PERFORMANCE EVALUATION OF BOTSWANA QUALIFICATIONS AUTHORITY BOARD OF DIRECTORS

**Tender No. BQA PR001/2026-2027**

1. Botswana Qualifications Authority (BQA) invites citizen contractors to submit their bids/proposals for the provision of consultancy services for the performance evaluation of Botswana Qualifications Authority Board of Directors.
2. REQUIRED PPRA CODES:

BQA PR001/2026 - 2027	<ul style="list-style-type: none"> <li>▪ <b>Code 317 - Other Consultancy Services</b></li> <li>▪ Sub Code 01 - Management Consultancy Services</li> </ul>	<i>Procurement of Consultancy Services for the performance evaluation of Botswana Qualifications Authority Board of Directors.</i>
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3. Prospective bidders should send an email to [procurement@bqa.org.bw](mailto:procurement@bqa.org.bw) to request a proforma invoice, which will be used as a reference.
4. Tender documents can be requested after payment of a non-refundable fee of **P250.00 (Two hundred and Fifty Pula only)** and **P125.00 (One hundred and Twenty-five Pula Only)** for youth-owned companies.

The non-refundable fee for the tender can be deposited in the BQA Bank Account and the details are as follows:

<b>ACCOUNT NAME:</b>	Botswana Qualifications Authority
<b>BANK NAME:</b>	First National Bank
<b>ACCOUNT NUMBER:</b>	62790929924
<b>BRANCH NAME:</b>	Main Branch
<b>BRANCH NUMBER:</b>	282267
<b>SWIFT CODE:</b>	FIRNBWGX
<b>REFERENCE:</b>	Proforma Invoice Number

5. Prospective bidders will be sent tender documents upon confirmation of funds. Bidders must email proof of payment to: [procurement@bqa.org.bw](mailto:procurement@bqa.org.bw) for verification of funds. Bidders should include their company name for the identification of funds.
6. Queries or clarifications relating to this tender should be addressed to: [procurement@bqa.org.bw](mailto:procurement@bqa.org.bw) in writing no later than **05 May 2026**.
7. All Bid proposals must be uploaded on the **Submission platform** provided for in the tender document no later than **1000hrs** on **07 May 2026**.
8. Bid proposals that will not be submitted through the online submission platform whose link is provided for in the tender document **shall** not be accepted.