

BOTSWANA QUALIFICATIONS AUTHORITY



INVITATION FOR EXPRESSIONS OF INTEREST (EOI) PROVISION OF LEGAL SERVICES

BQA/EOI/LEGAL/001/2026–2027

REQUIRED CODES:

CODE 318: **LEGAL SERVICES**

SUB CODE 01: **LEGAL SERVICES**

ISSUE: 04 SEPTEMBER 2026

CLOSING DATE: 18 SEPTEMBER 2026 **CLOSING TIME:** 10:00hrs

LAST DATE FOR CLARIFICATIONS: 16 SEPTEMBER 2026

NAME AND ADDRESS DETAILS OF PROCURING DEPARTMENT AND ITS AGENT PREPARING THE DOCUMENTS	
PROCURING DEPARTMENT	PROCUREMENT AGENT
Botswana Qualifications Authority Private Bag BO 340, Gaborone, Botswana	procurement@bqa.org.bw Contact Number: 393 5279 / 310 2895/ 365 7222

EXPRESSION OF INTEREST (EOI)

Provision of Legal Services
Invitation for Expressions of Interest

1. Background

Botswana Qualifications Authority invites suitably qualified and experienced legal practitioners and/or law firms to submit Expressions of Interest (EOI) for the provision of legal services on a retainer and/or ad hoc basis.

2. Scope of Services

The successful legal service provider(s) will be expected to provide professional legal services, which may include but are not limited to:

- a) Corporate and commercial law advisory services
- b) Contract drafting, review, and negotiation
- c) Employment and labour law matters
- d) Regulatory and compliance advice
- e) Litigation management and legal representation
- f) Debt recovery services
- g) Property and conveyancing matters
- h) Procurement and commercial transaction support
- i) Legal opinions and risk assessments
- j) Any other legal services as may be required by the organization

3. Eligibility Requirements

Interested firms/practitioners should demonstrate:

- a) Valid registration and licensing to practice law in Botswana
- b) Proven experience in providing legal services to corporate entities, public institutions, or non-profit organizations
- c) Relevant qualifications and experience of key personnel
- d) Capacity to provide timely and professional legal support
- e) Strong track record and references from current or previous clients

4. Submission Requirements

Interested parties should submit the following:

- a) Company/Firm Profile
- b) Certificate of Incorporation or Registration
- c) Valid Practising Certificate(s)
- d) Curriculum Vitae of key legal personnel
- e) Details of relevant experience and similar assignments undertaken
- f) At least three (3) contactable references
- g) Proposed fee structure or rate card (where applicable)
- h) Any other information demonstrating capability to deliver the required services

5. Submission Deadline

EOI submissions must be received no later than **18 September 2026 at 1000hrs**.
Submissions should be clearly marked:

"EXPRESSION OF INTEREST – PROVISION OF LEGAL SERVICES" and sent to:

Chief Executive Officer
Botswana Qualifications Authority
Plot 66450, Block 7
Gaborone, Botswana
Private Bag BO 340
Gaborone

Botswana Qualifications Authority reserves the right to accept or reject any submission and is not bound to appoint any applicant arising from this EOI process. Only shortlisted applicants will be contacted.

Submission Procedure

Late submissions will not be accepted. The Expression of Interest proposals are to be submitted online at [BQA Online Submission](#) in a PDF format. Hard copies, telephonic, telegraphic, telex, facsimile or emailed proposals will not be accepted. Late, faxed, emailed and telex or telephonic tender offers will not be accepted.

IMPORTANT NOTICE

This Expression of Interest is intended to establish a pool of suitably qualified legal service providers for the Authority. **Submission of an EOI does not constitute a contract or guarantee of appointment.** BQA reserves the right to accept or reject any submission and/or cancel the EOI process in accordance with applicable procurement requirements.

For clarification and further information, contact: procurement@bqa.org.bw.

EVALUATION CRITERIA

Provision of Legal Services

The evaluation of Expressions of Interest (EOIs) will be conducted using the criteria outlined below. Applicants must achieve a minimum score of 70 points out of 100 to be considered for shortlisting.

Evaluation Criterion	Description	Maximum Score
Firm Profile and Experience	Demonstrated experience in providing legal services to corporate entities, government institutions, parastatals, NGOs, or similar organizations.	25
Qualifications and Experience of Key Personnel	Academic and professional qualifications, years of practice, specialist expertise, and experience of proposed legal personnel.	20
Relevant Assignments	Evidence of successfully completed assignments of a similar nature and complexity within the last five years.	20
Capacity and Resources	Availability of personnel, office infrastructure, responsiveness, and ability to provide services within required timelines.	10
Client References	Quality and relevance of references from current or previous clients.	10
Understanding of Requirements and Approach	Demonstrated understanding of the scope of services and proposed approach to delivering legal support.	10
Compliance with Submission Requirements	Submission of all mandatory documents and compliance with EOI requirements.	5
Total		100

STAGE ONE: COMPLIANCE CHECK

Mandatory Requirements (Pass/Fail)

Applicants must submit:

No.	Requirement	Evidence Required	Compliance (Pass/Fail/N/A)
1	Certificate of Incorporation/Registration	Copy attached	
2	Firm Profile	Copy attached	
3	Valid Practising Certificate(s) for all proposed legal practitioners	Certified Copy attached	
4	Valid Tax Clearance Certificate	Copy attached	
5	Relevant Registration with PPRA (Code 318: Legal Services), Sub Code 01: Legal Services	Certified Copy	
6	Duly completed and signed Certificate of Authority of Signatory T2.2GA	Signed & Bidding Company stamped	
7	Submission of Integrity Agreement	Signed & Bidding Company stamped	
8	At least three (3) contactable references	Attached	
9	Copy of Joint Venture Agreement (where applicable)	Signed Copy attached	
10	Copy of Partnership Agreement (where Applicable)	Signed Copy attached	

NOTE: Where PPRA Codes are required, Bidders must satisfy all the Codes and Sub Codes as required. The completeness of the required codes and sub-codes shall be considered based on the

cumulative registration of all companies identified as part of the bid (including Joint Venture, Consortium, and Partnership).

Where bidders have erroneously omitted to submit any of the above documents or those who have submitted a wrong, unsigned, expired, incomplete or uncertified document, they shall be notified by telephone call and/or email.

Failure by a bidder to submit the missing documents as notified, within 5 days, will lead to disqualification of the respective bidder from further evaluation. Only applicants scoring **70 points** and above and meeting all mandatory requirements will be shortlisted for further engagement. Failure to submit any mandatory document may result in disqualification.

DETAILED EVALUATION AND MARKING SCHEME

Expression of Interest for Provision of Legal Services

1) Firm Profile and Experience (25 Marks)

Score	Assessment
21 – 25	More than 10 years' experience providing legal services to large organizations; extensive experience in multiple relevant practice areas.
16 – 20	7–10 years' relevant experience with a strong track record in similar assignments.
11 – 15	4–6 years' relevant experience with satisfactory evidence of capability.
6 – 10	2–3 years' relevant experience with limited evidence of similar work.
0 – 5	Less than 2 years' experience or insufficient evidence provided.

2) Qualifications and Experience of Key Personnel (20 Marks)

Score	Assessment
16 – 20	Team includes senior practitioners with over 10 years' post-admission experience and relevant specialist expertise.
11 – 15	Team includes qualified practitioners with 5–10 years' relevant experience.
6 – 10	Team has adequate qualifications but limited relevant experience.
1 – 5	Minimal relevant experience or qualifications not adequately demonstrated.
0	No evidence provided.

3) Relevant Assignments Completed (20 Marks)

Score	Assessment
16 – 20	Five or more comparable assignments completed successfully within the last five years.
11 – 15	Three to four comparable assignments completed successfully.
6 – 10	One to two comparable assignments completed successfully.
1 – 5	Limited evidence of comparable assignments.
0	No relevant assignments demonstrated.

4) Capacity and Resources (10 Marks)

Score	Assessment
8 – 10	Adequate staffing levels, office infrastructure, systems, and demonstrated capacity to respond promptly to legal matters.
5 – 7	Sufficient resources and staffing with minor gaps.
2 – 4	Limited resources or staffing that may affect service delivery.
0 – 1	Inadequate capacity to provide required services.

5) Client References (10 Marks)

Score	Assessment
8 – 10	Three or more strong references from reputable organizations confirming excellent service delivery.
5 – 7	Adequate references confirming satisfactory performance.
2 – 4	Limited or weak references.
0 – 1	No references submitted or references unsatisfactory.

6) Understanding of Requirements and Proposed Approach (10 Marks)

Score	Assessment
8 – 10	Excellent understanding of requirements with a clear, practical, and well-structured approach.
5 – 7	Good understanding with an adequate approach.
2 – 4	Basic understanding with limited detail.
0 – 1	Poor understanding or no approach provided.

7) Compliance with Submission Requirements (5 Marks)

Score	Assessment
5	All required documents submitted and fully compliant.
3 – 4	Minor omissions that do not materially affect evaluation.
1 – 2	Significant omissions requiring clarification.
0	Major non-compliance or failure to submit mandatory documents.

Summary Score Sheet

Criterion	Maximum Marks	Score Awarded
Firm Profile and Experience	25	
Qualifications and Experience of Key Personnel	20	
Relevant Assignments Completed	20	
Capacity and Resources	10	
Client References	10	
Understanding of Requirements and Proposed Approach	10	
Compliance with Submission Requirements	5	
Total Score	100	