

Date: 04.09.2026

EXPRESSION OF INTEREST

BOTSWANA QUALIFICATIONS AUTHORITY EXPRESSION OF INTEREST (EOI)

EOI NO.: BQA/EOI/LEGAL/001/2026–2027 - PROVISION OF LEGAL SERVICES

The Botswana Qualifications Authority (BQA) invites suitably qualified and experienced Botswana-registered law firms/ legal practitioners to submit Expressions of Interest for the provision of legal services to the Authority.

1. AREAS OF SERVICE

The appointed legal service providers may be required to provide legal services to BQA in the following locations:

GABORONE | FRANCISTOWN | MAUN

The services may include, but are not limited to:

- a. Legal advisory and opinion services
- b. Drafting, reviewing and interpretation of contracts and agreements
- c. Labour and employment law
- d. Commercial and corporate law
- e. Public procurement and administrative law
- f. Litigation and dispute resolution
- g. Debt recovery and related legal proceedings
- h. Property, conveyancing and related legal matters
- i. Representation of BQA before courts, tribunals and other competent authorities
- j. Any other legal services that the Authority may reasonably require.

2. ELIGIBILITY

Interested firms/practitioners should:

- Be duly registered and authorised to practise law in Botswana;
- Hold valid practising certificates and other statutory/regulatory registrations applicable to the practice of law;
- Demonstrate relevant experience in providing legal services to public bodies, statutory authorities or comparable organisations;
- Demonstrate adequate capacity to provide services in either one of the following towns/cities: Gaborone, Francistown and Maun;
- Provide evidence of relevant experience and successful completion of similar assignments
- Meet all other requirements specified in the EOI Response Form.

3. SUBMISSION REQUIREMENTS

Interested service providers shall complete and submit the prescribed **BQA Expression of Interest Response Form**, together with all supporting documentation stipulated therein.

[The EOI Response Form](#) and detailed submission requirements may be [downloaded here](#).

4. SUBMISSION OF EOI

Completed EOI submissions should be submitted in accordance with the instructions contained in the EOI Response Form.

Issue Date: 04 September 2026
Closing Date & Time: 18 September 2026 at 1000hrs

SUBMISSION ADDRESS:

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

5. 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.