

P. O. Box 201456

Gaborone

Email:

botsvetcouncil@btcmail.co.bw



Botswana Veterinary
Surgeons Council

Upholding the Standards in the Veterinary Profession!!

Tel: (267) 3951546

Fax: (267) 3951549

Plot No. 4701

Mmaraka Road

BOTSWANA VETERINARY SURGEONS COUNCIL (BVSC)

EXPRESSION OF INTEREST (EOI)

Design, Development, Commissioning, and Maintenance of the BVSC Website

Date of First Publication: 13 November 2025

1. Preamble

The Botswana Veterinary Surgeons Council (BVSC) is a statutory body established under the Veterinary Surgeons Act. The Council is mandated to regulate the veterinary profession in Botswana to ensure the provision of quality veterinary services, uphold ethical standards, and protect the welfare of the public and animals. In line with its vision to enhance transparency, stakeholder engagement, and access to information, the Council intends to develop an official website that serves as a digital platform for communication, information sharing, and service delivery.

2. Invitation for Expression of Interest

The BVSC hereby invites qualified and experienced service providers to submit Expressions of Interest (EOI) for the design, development, commissioning, and maintenance of its official website. The successful bidder will be responsible for delivering a secure, user-friendly, and functional website that aligns with the Council's objectives and technical specifications.

3. Objectives of the Assignment

The main objectives of this project are to:

- Establish an official digital presence for the BVSC.
- Improve transparency and access to information for stakeholders.
- Enhance communication, usability, and stakeholder engagement.
- Provide an efficient platform for publication, registration, and stakeholder services.

4. Scope of Work

The selected service provider will be expected to undertake the following tasks:

- Design, develop, and host a secure and responsive BVSC website.
- Incorporate sections including About BVSC, Laws & Regulations, News, Reports, Careers, and Contact Forms.
- Implement a Content Management System (CMS) that enables BVSC to update content easily.
- Ensure compliance with cybersecurity standards and accessibility guidelines.

All Correspondences to be directed to the Registrar



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- Provide maintenance, support, and regular updates for the website.
- Conduct user training and handover documentation upon commissioning.

5. Functional Requirements

The website should include, but not be limited to, the following features:

- About BVSC (Mandate, Structure, Board, Secretariat, etc.)
- Laws, Regulations, and Guidelines
- News, Events, and Notices
- Reports, Audits, and Publications
- Opportunities (Procurement, Careers, etc.)
- Capacity Building and Bookings
- FAQs, Helpdesk, and Contact Forms
- Administrative dashboard for BVSC content management
- Sign in portal for registered members (optional-quote separately)
- List of registered members showing their location and contact information.

6. Deliverables

The service provider will deliver the following outputs:

- Fully functional BVSC website (desktop and mobile compatible).
- CMS platform with administrator training.
- Hosting setup and maintenance plan.
- Documentation including source code, manuals, and backup policy.
- Ongoing technical support and updates as per agreement.

7. Duration and Delivery Timeline

The successful bidder will be required to deliver the complete functional website within twelve weeks (12) weeks from the date of receipt of the purchase order. Bidders are required to clearly indicate their proposed delivery timelines.

8 Eligibility Criteria

Interested service providers must meet the following minimum requirements:

- Valid company registration certificate.
- Valid tax clearance certificate.
- Company profile demonstrating experience in web development and maintenance.
- At least three (3) references of similar projects completed.
- CVs of key personnel proposed for the project.

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9 Submission Requirements

Interested firms must submit one (1) original and two (2) copies of their Expression of Interest in a sealed envelope clearly marked "Expression of Interest – BVSC Website Development and Maintenance". Submissions must include company information, technical proposals, and relevant supporting documents.

10. Submission Address and Deadline

Expressions of Interest must be delivered by hand to:

The Registrar
Botswana Veterinary Surgeons Council (BVSC)
P.O. Box 201456, Bontleng, Gaborone
Tel: +267 3951546
Email: botsvetcouncil@btcmail.co.bw

The deadline for submission 1ST December 2025 at 10:00 AM. Late submissions will not be accepted.

11. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Demonstrated understanding of the assignment.
- Relevant experience and technical capacity.
- Proposed methodology and approach.
- Project team qualifications.
- Delivery timeline and value for money.

12. Disclaimer

BVSC reserves the right to accept or reject any submission, and to annul the selection process at any stage without incurring any liability to any bidder or party. This invitation does not constitute a contract or commitment on the part of the Council.

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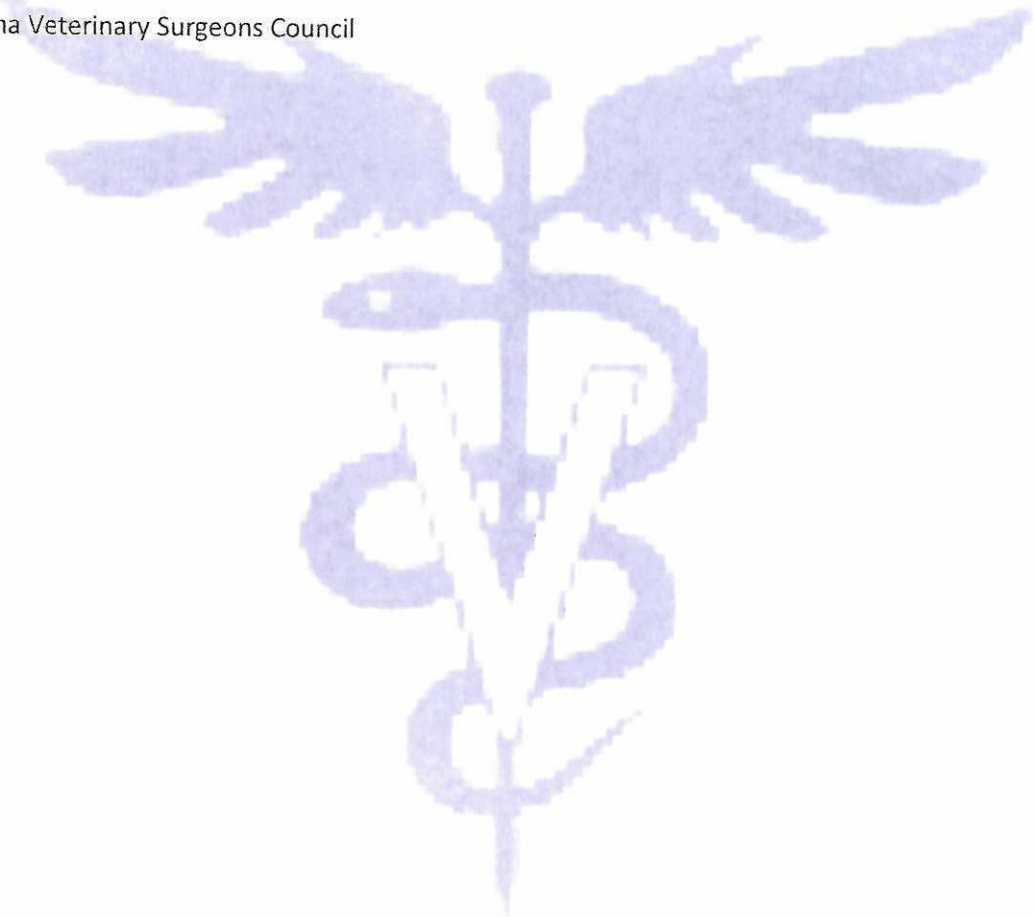
Yours faithfully,

T. Nthebolang

Thabeng Nthebolang

Registrar

Botswana Veterinary Surgeons Council



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