



**REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANCY SERVICES  
FOR THE DEVELOPMENT OF AN ELECTRONIC COURT CASE  
MANAGEMENT INFORMATION SYSTEM (ECCMIS)  
PROC. REF NO. JUD/CONS/2017-18/0866**

1. **Assignment:** The Government of the Republic of Uganda through The Judiciary as allocated funds towards the Design, Development and Deployment of an Electronic Court Case Management Information System (ECCMIS) with an aim of automating the entire process flow of a Case from filing to archival to improve its efficiency and effectiveness in the delivery of services to the Citizens of Uganda.
2. **Summary of the scope of the assignment:** The consulting services (“the Services”) include designing, developing and implementing an Electronic Court Case Management Information System (ECCMIS).
3. **Brief description of the required consultancy services:** The **required consultancy service** is to design, develop and implement an Electronic Court Case Management Information System (ECCMIS) that will be:-
  - i. A fully-featured system which automates and tracks all aspects of a case life cycle from initial filing through disposition and appeal as to each individual party for any case type.
  - ii. Founded on the Judiciary existing business rules and processes, requiring minimal human intervention.
  - iii. Able to facilitate the efficient and reliable collection, organization, distribution and retrieval of significant amounts of case specific data as well as the processing of payment of relevant court fees and fines by the Court Users.
4. **Area of implementation:** The assignment will cover the Uganda court system comprising: The Supreme Court the Court of Appeal/Constitutional Court, the High Court and the Magistrates Courts.
5. **Duration:** The assignment shall be completed within **24 calendar months** from date of contract signing
6. The Judiciary now invites eligible consulting firms (“Consultants”) to express their interest in providing the Services.

7. This procurement shall be conducted in accordance the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003(PPDA Act) and the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations, 2014. The Consultant will be selected in accordance with the Quality cost based selection method (QCBS) set out in the PPDA Regulations. The Consultant shall submit Expressions of Interest in English or accurately translated in English in One (01) Original and additional seven (07) Copies.
8. Interested consultants **shall** provide information demonstrating that they are **eligible and have capacity** to perform the services supported with relevant documentation. Applicants including any sub-contractor or provider or key staff must be from eligible countries as per PPDA Act and Regulations
9. The shortlisting criteria shall be as follows:
  - a) **The documents to demonstrate eligibility of the Consultant shall include:**
    - i. Certificate of incorporation/registration
    - ii. Memorandum and Articles of Association or its equivalent
    - iii. Names, nationalities and contact details of Directors/Partners or their equivalent of the firm,
    - iv. Details of the bidder's bankers with corresponding reference letters
    - v. A trading license or its equivalent valid for the current year.
    - vi. Annual income tax clearance certificate for the financial year 2017; specifically addressed to the Judiciary
    - vii. A signed statement by the authorized officer indicating that the Consultant/Firm does not have a conflict of interest in the subject of the procurement.
    - viii. NSSF clearance certificate for 2017 for firms registered and trading in Uganda. Foreign firms shall submit the equivalent national clearance of meeting Social Security Contributions or obligations in their country of registration.
    - ix. Audited financial statements for the last 3 financial years
    - x. A signed statement by the authorized representative that the firm is not; insolvent, in receivership, bankrupt, being wound up and that the bidder's business activities have not been suspended.
    - xi. A signed statement by the authorized officer that the firm and its directors are not suspended from participating in public procurement.
    - xii. A signed statement by the authorized representative that the firm is not subject of legal proceedings for any of the circumstances in (x) and (xi) above.
    - xiii. Original registered powers of attorney of the authorized officer as the representative of the bidder.
    - xiv. A copy of valid passport as well as national identification card or its equivalent for the authorized officer.
    - xv. A letter of introduction authorizing the procuring and disposing entity (PDE) or its representative to verify information declaration and submissions by the bidder with appropriate authorities.

- xvi. Signed relevant experience sheet showing similar assignments undertaken by the bidder over the past 7 years in the development and deployment of enterprise wide solutions( These must be supported by letters of references from the respective clients for which these assignments were undertaken)
- xvii. Signed specific experience sheet by the bidder, showing at least one Electronic Court Case Management System for a Common Law Jurisdiction , successfully designed, developed and implemented in the last 5 years;
- xviii. Signed statements that the firm has implemented a similar contract to a tune of at least UShs. 3.65 billions (USD one (01) million) in the last 5 years;
- xix. Certificate or Clearance by the National Information Technology Authority – Uganda (NITA-U) for development of IT Solutions.
- xx. Signed Curriculum vitae of key staff proposed for the assignment.

**xxi. In case of Joint Venture:**

- The bidder shall submit a duly certified copy of the registered joint venture Agreement which is legally binding on all partners showing that all partners that shall be jointly and severally liable and one of the partners will be nominated as being in charge to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture;
- Each party to the joint venture shall also separately submit ALL eligibility documents and information required in above.

Xxii Additionally in case of a Joint Venture, the partnering bidder shall

- Have experience in carrying out business related to the assignment;
- Demonstrate a track record in development and deployment of enterprise wide solutions;
- Must be certified or cleared by the National Information Technology Authority – Uganda (NITA-U) for development of IT Solutions.

10. Interested Consultants shall provide evidence demonstrating that they have the required qualifications and relevant experience to perform the Services. The additional short listing criteria are:-

- i. The Consultant shall possess skills and knowledge in enterprise wide solutions Systems Development, knowledge management, content management, justice system workflow and systems development.
- ii. The Consulting Firm shall clearly demonstrate previous experience, case studies and client reference in form of evidence such as contract copies, certificate of completion of assignment:-

- Firm shall have at least have7 years' experience in development and deployment enterprise wide solutions;

- Have at least successfully designed, developed and implemented an Electronic Court Case Management System for a Common Law Jurisdiction in the last 5 years;
  - It will be an added advantage for the bidder to have designed, developed and implemented such an Electronic Court Case Management System for a Country in Africa;
  - Shall have implemented a similar contract to a tune of at least US\$ 3.65 billions (USD One (01) million);
  - Must be certified by the National Information Technology Authority – Uganda (NITA-U) for development of IT Solutions or its equivalent cleared by NITA-U.
- iii. The firm shall possess the following experts on their team with the indicated experience and educational & professional qualifications:-and must submit duly signed brief curriculum vitae with corresponding photo of key staff and countersigned by authorised officer.
- **Team Leader: with** minimum of a Master degree in IT, Computer Science or its equivalent from a recognized institution of learning, Certifications in Project management, 10 years' experience in development and implementation of enterprise wide solutions, 5years specific experience in management of similar projects;
  - **2No. Database Specialists:** with no less than 3 years of hands-on experience in the setting up and configuring Relational Database Management Systems environments; with a Master's Degree in Software engineering, computer science or Information Technology or its equivalent from a recognized institution of learning; professional certifications such as; Microsoft SQL server 200x, Oracle, DB2 and Sybase; and at least 5 years of experience in developing and administering relational databases such as; Microsoft SQL Server 2003 and above, MYSQL, ORACLE 10g and above, DB2 or Sybase;
  - **4No.Key Developers:** Professionally certified by the Software Provider for the proposed solution; with a Master's Degree in Software engineering or computer science or its equivalent from a recognized institution of learning and at least 5 years of experience in developing and administering web-based systems using ASP.NET, JAVA, PHP, IIS and Apache.
  - **2No. Business/Systems Analyst:** With a Master's Degree in IT, Computer science or its equivalent from a recognized institution of learning; Certifications in recognizable enterprise wide solutions and Specific Experience in enterprise wide solutions management, maintenance and trouble shooting at least 3 years' experience in Business Process Modeling, generating requirements specifications, use cases, process flow diagrams, user interface designs, user manuals, training materials, and other system documentation. Expert should have excellent verbal, interpersonal and written communication skills.

- **2No. Judicial Systems Specialist:** with a Bachelors’ Degree in Law from a recognized University, and a Post Graduate Diploma in Legal Practice from the Law Development Centre or its equivalent in East Africa. Should have served with integrity as an advocate or judicial officer for not less than 8 years within East Africa. Demonstrated understanding and knowledge of judicial processes in Uganda highly preferred.
  - **Change Management Specialist (CMS):** with a Masters’ degree from a recognized institution of learning with at least 5 years’ experience in Change Management of similar or related IT project.
11. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications and capacity. The Expression on Interest must clearly indicate the type of intended association as joint venture or sub consultancy and the lead firm in the Expression of Interest.
  12. All pages must be sequentially numbered and initialed/signed by the authorized officer.
  13. Further information can be obtained at the address below during office hours (08:00 to 16:00hrs GMT).

**The Project Manager ECCMIS  
The Judiciary, Uganda, High Court Kampala Building  
Plot 1, The Square, P.O Box 7085, Kampala.  
info@judicature.go.ug**

14. Expressions of interest in sealed envelopes and clearly labelled on the Envelope (“**Expression of Interest for.....**procurement reference number.....”) must be delivered in hard copy form to the address below by **12<sup>th</sup> February, 2018 at 11:00am** (East African Standard Time) addressed as follows.

**The Permanent Secretary  
Attn: Head of Procurement and Disposal Unit  
The Judiciary, Uganda  
High Court – Kampala Building  
Plot 1, The Square; P.O Box 7085, Kampala.**

The detailed notice of Expression of Interest is available on the Entity’s website at <http://www.judicature.go.ug> and on the PPDA website. <http://gpp.ppda.go.ug>