



The Republic of Uganda

THE JUDICIARY
Plot 2, The Square, P.O.Box 7085, Kampala Uganda

INVITATION FOR BIDS UNDER SINGLE STAGE PROCUREMENT METHOD.
FOR
DESIGN, DEVELOP, DEPLOY AND MAINTAIN AN ELECTRONIC COURT CASE
MANAGEMENT INFORMATION SYSTEM (ECMIS) FOR THE UGANDAN
JUDICIARY
PROC REF NO JUD/CONS/2018-2019/00263

1. The Government of the Republic of Uganda through The Judiciary has allocated funds towards the Design, Development, Deployment and maintenance of an Electronic Court Case Management Information System (ECMIS) 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 Court Users
2. The overall objective of the assignment is to design, develop and implement an Electronic Court Case Management Information System (ECMIS) 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. It should have but not limited to the following modules;
 - a) E-filing
 - b) Case Management and Execution/ Bailiffs Online Auction
 - c) Communication and Messaging
 - d) Calendaring
 - e) Reporting/Dashboards
 - f) System User Management
 - g) General systems features
 - ii. Founded on the Ugandan Judiciary existing business rules and processes, requiring minimal human intervention.
 - iii. The ECMIS shall integrate with the government payment gateway and SMS gateway

3. 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. The assignment will cover the Uganda court system comprising: The Supreme Court at the apex, the Court of Appeal/Constitutional Court, the High Court, the Magistrates Courts and Court Users.
5. The implementation of the ECMIS will be in a phased manner i.e. Phase one and two.
6. **Phase 1** shall cover the Supreme Court, Court of Appeal/Constitutional Court, Anti-Corruption Division, and Jinja High Court Circuit including the lower Courts. These are indicated in site table 1
7. **Phase 2** shall include all the other Court Levels including the remaining High Court Circuits, High Court divisions, and all courts in magisterial area. These are indicated in site table 2.
8. Overall project duration should not exceed more than 36 months. The ECMIS shall be operational in 18 months and should start serving initial users in phase 1.
9. After completion of phase 1, major rollouts are to be made in every three months cycles. Therefore a maximum of 6 major rollouts are expected. Bidders need to share an overall roll out plan for the entire implementation of both phases with the stakeholders.
10. The Bidder, in addition to other requirements stated in the bidding document;
 - i. Shall submit a description of the functional and technical features as well as architecture of the referenced Electronic Court Management system and its complete functional scope, details of the of the relevant ECMS project references, Letters of Certification (from clients or certified auditors) and contact information (i.e. telephone and e-mail addresses) of client to support the claims of previous experience;
 - ii. Shall possess skills and knowledge in enterprise wide solutions Systems Development, knowledge management, content management, justice system workflow and systems development. The bidder should at least have 7 years' experience in development and deployment of enterprise wide solutions in public sector;
 - iii. Shall have evidence of establishment of internationally recognized or home-grown quality process in software development for example CMMI, CISQ, ISO/IEC 9126 (quality process should be submitted);
 - iv. Shall have at least successfully designed, developed and implemented an Electronic Court Case Management System for a Common Law Jurisdiction in the last 10 years;
 - v. Must demonstrate a turnover of at least USD \$2 million over the past three years, i.e. (2017, 2016 and 2015).

- vi. Must provide a certificate proof of availability of all the proposed staff for the project signed by the staff (Bidders will be required to use the sample form 3.5.6 and 3.5.6a provided under Section VII Sample Forms in the bidding document).
11. A hard copy of the bidding document may be purchased by interested Bidders on submission of a written application to the address in (12) below and upon payment of a nonrefundable fee of **UGX 100,000** or equivalent in any freely convertible currency. The method of payment shall be after receiving the assessment form from Cash office of the Judiciary. The document will be picked by the potential bidder from the address given in 12 below.
 12. **Interested** eligible Bidders may obtain further information from; **Head of Procurement and Disposal Unit, The Judiciary, Plot 2, The Square, P.O.Box 7085, Kampala Uganda** during working hours 8:00am to 5:00pm Local Time.
 13. A Pre-bid meeting with potential bidders will be held on **27th November, 2018 at 11:00 am** local time high Court Main Library, **The Judiciary, Plot 2, The Square, and P.O.Box 7085, Kampala Uganda.**
 14. Bids must be delivered to the address in 12 above on or before **11:00am on 12th December, 2018.** Bids need to be secured by a Bid Security. The amount of Bid Security required is **Ugx. 120,000,000 (Uganda Shillings one hundred and twenty Million Only)** The Bid Security shall be valid for Twenty Eight (28) days beyond the bid validity period, i.e., valid up to **8th July, 2019.**
 15. Late bids will be rejected. Bids will be opened in the presence of Bidders' representatives who choose to attend at the High Court Main Library, The Judiciary, Plot 2, The Square, P.O.Box 7085, Kampala Uganda.
 16. The attention of prospective Bidders is drawn to (I) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded Government of Uganda contracts.

I. The planned procurement schedule is as follows:

Activity	Date
a. Publish bid notice	12 th November, 2018
b. Bid closing date	12 th December, 2018
c. Evaluation process	12 th December - 12 th January, 2018
d. Display and communication of Best Evaluated Bidder notice	After Contracts Committee Approval

Kagole E. Kivumbi.

PERMANENT SECRETARY/SECRETARY TO THE JUDICIARY

Note: The advert is also available on www.judiciary.go.ug and www.gpp.ppda.go.ug