



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

**REQUEST FOR INFORMATION (RFI)**  
(Case Management Systems)  
Directorate: Legal Aid and Legislative Drafting

**THIS IS NOT A TENDER:**

The Ministry of Justice hereby invites interested, Regional & International experienced Companies to submit information as requested in the RFI for the development of Electronic Case Management Systems for the Directorates: Legal Aid and Legislative Drafting respectively.

**All responses must be accompanied by:**

1. A list of at least 3 references for similar projects successfully completed within the past five (5) years, with full contact details, i.e. organisation/company/institution name, contact person (s), phone numbers and email addresses.
2. Copies of the signed scope of work or contracts completed in respect of such similar projects.
3. Proof of the ability to do project management.
4. Good financial standing. A recent bank statement or a letter signed and stamped by a bank will be sufficient.
5. A project schedule/ programme indicating the time allocated to each function.

**NB! All interested bidders are urged to download the Specifications/Scope for this project from the MOJ website ([www.moj.gov.na](http://www.moj.gov.na)) or collect the document at Justitia Building, Procurement Office, 3<sup>rd</sup> floor, room 317 or 315.**

**Shortlisted** companies will be invited to engage with the respective Directorates to draw up user requirements and a report based on this information must accompany the proposal.

**INSTRUCTIONS**

Interested companies are invited to submit information as follows:

1. Information should be submitted on or before **04 October 2019**, via the following e-mails ([Regina.Puteho@moj.gov.na](mailto:Regina.Puteho@moj.gov.na)/ [Paul.Daniels@moj.gov.na](mailto:Paul.Daniels@moj.gov.na)) or in sealed envelopes addressed to the Secretary: **Procurement Management Unit, Ministry of Justice, and be deposited into the bidding box located at the entrance, Justitia Building; Ground Floor.**
2. A response to this RFI will not be viewed as a binding commitment to develop or pursue the project or ideas discussed.
3. Enquiries pertaining to this invitation should be directed to: **Ms R. Puteho; Tel No 2805271/5259**

  
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Mr I.V.K. Ndjoze  
Executive Director



  
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DATE