



MINISTRY OF JUSTICE
Invitation for Pre-Qualification of
Information Systems

***Design, Supply, Implementation and Maintenance of a Court
Automation Solution for the Judicial System of Sri Lanka -
MOJ/AC/26/21/2021***

Accepting email Submissions – Guidelines

1. All interested applicants are requested to email their corresponding responses to: courtautomation@moj.gov.lk. This email address is only to be used for the submission of the prequalification documents and responses sent to any other email address will not be considered as a valid response.
2. Subject of the response should be **“Pre-Qualification: Design, Supply, Implementation and Maintenance of a Court Automation System << Prime Bidders Name>>.”**
3. All mandatory documents stated in the prequalification documents should be submitted in Portable Document Format (PDF).
4. Items with an original stamp or signature must be scanned and converted into PDF format prior to the submission or each electronic document should be duly authenticated by an “electronic signature” as defined under Section 7 of the Electronic Transactions Act No. 19 of 2006 (as amended).
5. PDF documents should be compressed using ZIP file format and attached to the email. The applicant should ensure that all attachments are scanned through an updated virus guard and confirm that none of the files are corrupted.
6. Response should be submitted from a valid company email account of the prime bidder or the official email account of an authorized representative.

7. Applicants may be required to submit the original documents (in hardcopy format) on a later date which would be specified by the Ministry of Justice (MOJ).
8. The body of the email should contain a statement declaring the authenticity of the submitted documents and a commitment to submit two (02) hardcopies (original & a copy) of the identical documents submitted via email to the MOJ once the travel restrictions are lifted, if required to do so. In the event a dispute and/or discrepancy occurs between the contents of the hardcopy so provided and the email submission, the MOJ has the right to disqualify the applicant at any given stage of this procurement.
9. The size of the email, including the attached documents, should not exceed 30 Mb. If the attachment(s) being submitted is/are larger than 30 Mb, then the attachment(s) must be split and sent as 2 (or more) separate files and/or emails. The subject line, in addition to the standard format specified above, should include "Attachment 1 of 2" and "Attachment 2 of 2", etc., so that it can be determined that there are multiple files being submitted to complete the submission.
10. The applicant will receive an automatic **Return Receipt / Delivery Status Notification** to ensure that the email has been received. Further, the MOJ will send a formal acknowledgement of the receipt via an email within two working days upon verification of the contents of the email confirming that the response was received from the corresponding applicant within the prescribed deadline.
11. The MOJ reserves the right to reject any response that does not meet the above guidelines. Any submission made after the deadline, or a submission made within the deadline with missing and/or incomplete documents/attachments will be rejected.
12. Applicants are requested to contact Mr. Madhushanka Dissanayake, Director (Reforms), Ministry of Justice (Mobile: 070-3611666 & Email: dirreforms@moj.gov.lk) for any technical issue encountered whilst submitting the response via email.
13. Email submissions must be received by the MOJ on or before Thursday, June 03, 2021, 3:00 pm (UTC+05:30) Sri Jayewardenepura.

Note: All electronic documents / records submitted in this prequalification are to be governed by the applicable provisions of the of the Electronic Transactions Act No. 19 of 2006 (as amended), in particular, but not limited to Section 8 thereof.

Chairman
Cabinet Appointed Procurement Committee
Court Automation Project - Ministry of Justice