



## REQUEST FOR EXPRESSION OF INTEREST

**TITLE OF THE TENDER: HIRING INDIVIDUAL PROFESSIONAL COURT BAILIFFS TO EXECUTE JUDGEMENTS AND OTHER JUDICIAL DECISIONS FOR EUCL UNDER FRAMEWORK CONTRACT.**

**TENDER NUMBER: 11.07.029/1729/CS/NCB/2023-2024/PROC-DCS-PROC/LG/RM/02**

### I. Background

Energy Utility Corporation Ltd (EUCL Ltd) is a wholly owned government Company with its core mission of electricity supply and related services across the country. The company sometimes gets involved in litigation cases resulting from electrical incidents, electricity theft and labor related cases. Most of the cases that EUCL wins are not executed in time or efficiently due to lack of court bailiffs that can assist in execution of court Judgments for that purpose.

It is in this regard that EUCL wishes to hire an individual professional bailiff to execute judgments and judicial decisions as well as other related services on behalf of EUCL. The details are as mentioned below:

### II. Objective of this request

This request is meant to hire three (3) competent individual bailiffs capable of executing judgments and other judicial decisions as well as any other duty provided for by the law.

### III. Scope of the work for individual Bailiffs

The scope of the work is expected to be but not limited to the following activities:

- To execute judicial decisions, decisions of competent administrative organs as well as other enforcement orders.
- To carry out recovery of the debts relating to contractual or legal obligations, or which draw their origin with a rendered judgment bearing an enforcement formula.
- To seize or sell by auction of the movable and immovable property within the framework of execution of judicial decisions, decisions of competent administrative organs and other enforcement orders.
- To issue acts relating to debts recovery within the framework of the execution of enforcement orders and the contractual obligations and notify them to the concerned persons.
- To carry out the expulsions ordered by a court decision and after completion of a public auction.
- To sell by auction movable and immovable property upon request by the company in relation to the execution of court decisions.
- To request the President of competent court to schedule the public auction in relation to the execution of court decisions.
- Notification of a claim and submissions to parties.
- Notification of various notices/letters

- To carry out any other duties provided for by the law.

#### **IV. Deliverables**

Upon completion of the procurement procedures, when the contract becomes effective, the role of the bailiff will be mainly to execute the services mentioned under point III above in accordance with the applicable laws and regulations, upon request of the client.

#### **V. Required Administrative documents:**

- Copy of the ministerial order appointing him/her as court bailiff.

#### **Other administrative conditions:**

- The bailiff must have a physical office, an office indication map shall be provided);
- Bidders must have and provide their address indicating mobile telephone numbers and email addresses in their bids.

#### **VI. Required Qualification & Experience**

##### **➤ Specific experience of the individual bailiff:**

- The individual bailiff should have executed contracts of similar assignments with at least three recognized Public, Private institutions, NGOs and Individual persons within the last 5 years. The Performance certificates from the Clients shall be provided.

##### **➤ Qualifications of the proposed Bailiffs:**

- At least First Law Degree (LLB)
- Valid Certificate of membership in professional Bailiffs Association

The Consultant shall be selected under Individual Consultant Selection method.

#### **VII. Remuneration and other expenses.**

The selected bailiffs shall be paid according to applicable Ministerial Order N° 023/MOJ/AG/2017 of 23/10/2017 determining the scale of fees for professional bailiffs. Hence, this should be submitted by the bidders (bailiff apply for this tender) as Consultant's representations fee regarding costs and charges.

#### **VIII. Duration of the contract**

The duration of the contract shall be 12 months (1year) renewable upon satisfactory performance of the Bailiff subject to unilateral decision by EUCL's Management.

#### **Selection criteria**

S/N	Selection criteria	Max score
1	Signed Letter of Expression of interest	10
2	Detailed signed Curriculum Vitae	10
3	Academic Qualification (Notarized required bachelor's degree in law, or its equivalence for those obtained from abroad).	10
4	Have at least Five (5) years of experience as a practicing Bailiffs proven by a To Whom It May Concern issued by Rwanda Bailiffs Association	15
5	Having worked with at least three (3) Public or Private Institutions, Organizations, or companies and/or individual persons in similar assignments within the last Five (5) years proven by Certificate of services rendered/To Whom It May Concern	20



6	Having five (5) proofs of returned money/assets) from the similar assignments carried out, at least three of them from corporate and two from individual persons	35
<b>Total</b>		<b>100</b>
Minimum score for being shortlisted: 75%		

**Note:** After Evaluation of EOI based on the above criteria, the technical results shall be communicated to all participated Individual Bailiffs and therefore the first Three (3) individual Bailiffs shall be requested to submit their financial proposals that shall be subject to negotiation.

#### **IX. Deliverables**

When called on to provide Services from time to time, the Bailiffs shall be expected to carry out the requested tasks/assignments in accordance with instructions provided by the Company to the satisfaction of EUCL Ltd. EUCL Ltd will specify the form of output/deliverables at the time instructions are issued.

#### **X. Reporting**

The Services will be provided under the guidance and direction of EUCL. A successful individual Bailiffs will be required to report to the client at each stage of the case he or she is handling and propose the way forward on any issue that may arise.

#### **XI. Application and Submission of EOI**

All interested individuals' Bailiffs are encouraged to submit their Expression of Interest (EOI) in response to the above-mentioned selection criteria not later than 6.11/2023 at 10:00Am to the Central Secretariat of the procurement unit of EUCL and should be addressed to:

The Managing Director  
Energy Utility Corporation Limited (EUCL)  
KN82 ST 3, Nyarugenge District, Kigali City,  
P.O Box 537 Kigali, Rwanda  
Headquarter Office's  
1<sup>st</sup> Floor, Room N° G114, at the Secretariat of the Procurement Management Unit  
Kigali – Rwanda

The opening of the expression of interest (EOI) will be done on 6.11/2023 at 10:30Am in EUCL Board room. Electronic applications shall not be considered.

This tender will be guided by the Rwandan procurement Law.

Done at Kigali, 23.10/2023.

**Ronald MUTUNGI**  
Head Procurement Management Unit

