

UGANDA

TOURISM BOARD

INVITATION TO BID FOR CONSULTANCY FOR CREATIVE MARKETING AGENCY (LONG TERM) – UTB/CONS/2025-2026/00016

1. Uganda tourism Board (UTB) has allocated funds to be used for Consultancy Service for a Creative Marketing Agency.
2. The Entity invites your sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the open bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, (Procurement of Consultancy services) Regulations, 2014 and the procedures described in Part 1: Proposal Procedures.
4. You may obtain further information and inspect the proposal documents at the address given below at 8(a) from **08.00 Hrs to 05.00 Hrs**
5. The Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **UGX 100,000** or **USD 50**. Payment shall be through the URA e-payment platform
6. Proposals must be delivered to the address below at 8(c) at or before **3rd September 2025**. Late proposals shall be rejected. Technical Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(d) at UTB Boardroom at **10.00 on 3rd September 2025**.
7. There shall be a pre – proposal meeting on the dates indicated in the proposed schedule in this notice.
8. (a) Documents may be inspected at:
**Procurement & Disposal Unit
Uganda Tourism Board (UTB)
Plot 42, Lugogo Bypass
Lugogo House, 6th Floor,
Block C**
(b) Documents will be issued from: *As above*
(c) Proposals must be delivered to: *As above*
(d) Address of Proposal Opening: *As above*
8. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Issue of invitation to bid letter	14 th August 2025
b. Pre-proposal meeting	22 nd August 2025; 10.00 AM
c. Proposal closing date	3 rd September 2025

CHIEF EXECUTIVE OFFICER