

UGANDA TOURISM BOARD

BID NOTICE UNDER OPEN BIDDING

29th September 2026

FRAMEWORK CONTRACT FOR MARKETING AND PROMOTIONAL MATERIALS - PRINT MATERIALS: UTB/SUPLS/2026-2027/00120

1. The Uganda Tourism Board (UTB) has allocated funds to be used for the acquisition of Marketing & Promotional Materials – Print Materials, Banners, Tear drops
2. The Entity invites sealed bids from eligible bidders for the provision of the supplies,
3. Bidding will be conducted in accordance with the **Open Domestic Bidding** procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from **8.00 AM to 5.00 PM**
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**. The payment will be through the “URA payment platform”
6. Bids must be delivered to the address below at 8(c) at or before **10.00 AM on 21st October 2026**. All bids must be accompanied by a Bid Securing Declaration. Bid Securing Declarations must be valid until **28th June 2027**. Late bids shall be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below at 8(d) at **10.00 AM on 21st October 2026**. There **Shall Not** be a pre – bid meeting/site visit.
8. (a) Documents may be inspected at:
Uganda Tourism Board (UTB)
Plot 42, Lugogo Bypass
Lugogo House, 6th Floor, Block C
P.O Box 7211, Kampala - Uganda
(b) Documents will be issued from: *Address above*
(c) Bids must be delivered to: *Address above*
(d) Address of bid opening: *Address above*

9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
Publish bid notice	29 th September 2026
Pre-bid meeting/Site visits	Not Applicable
Bid closing date	21 st October 2026
Evaluation process	Within 20 working days from bid closing date
Display and communication of best evaluated bidder notice	Within 5 working days from Contracts Committee award
f. Contract Signature	After expiry of at least 10 working days from display of the best evaluated bidder notice and SG’s approval.

CHIEF EXECUTIVE OFFICER