UGANDA
TOURISM BOARD

BID NOTICE UNDER OPEN BIDDING

13th November 2026

HIRE OF FIRM FOR PRODUCTION OF THE INCENTIVE TRAVEL DESTINATION PROMOTIONAL VIDEO AND INCENTIVE TRAVEL PLANNERS GUIDE

Procurement Reference Number: UTB/NCONS/ 2026-2027/00345

1. Uganda Tourism board has allocated funds to be used for hire of a Firm for Production of The Incentive Travel Destination Promotional Video and Incentive Travel Planners Guide.
2. The Entity invites sealed bids from eligible bidders for the provision of the non-consultancy services.
3. Bidding shall be conducted in accordance with the procedures contained in the Public Procurement and Disposal of Public Assets Act, Cap 205 and the Regulations made under the Act 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 8:30am to 5:00pm (local time).
5. The bidding documents may be obtained by interested bidders on the submission of a written application to the address below at 8(b).
6. Bids must be delivered to the address below at 8(c) at or before **11:00am (local time), on 3rd December 2026**. All bids must be accompanied by a Bid Securing Declaration. Bid Securing Declarations must be valid until **30th July 2027**. Electronic bidding **will not** be permitted. 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 **11:30am (local time) on 3rd December 2026.**
7. There **shall not** be a pre – bid meeting/ site visit.
8. Bidders should note the following:
   a. Documents may be inspected at:
      Procurement & Disposal Unit
      Uganda Tourism Board (UTB)
      6th Floor, Block C, Lugogo House
      Plot 42, Lugogo Bypass
      P.O Box 7211, Kampala - Uganda
   b. Documents will be issued from: ***same address as above***
   c. Bids must be delivered to: ***same address as above***
   d. Address of bid opening: ***same address as above***
9. The planned procurement schedule (subject to changes) is as follows:

	Activity	Date
a.	Publish bid notice	13th November 2026
b.	Pre-bid meeting/ Site visits where applicable	Not Applicable
c.	Bid closing date	3rd December 2026
d.	Evaluation process	Within 10 working days from bid closing date)
e.	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 Attorney General's approval.

CHIEF EXECUTIVE OFFICER

UGANDA
TOURISM BOARD

BID NOTICE UNDER OPEN BIDDING

13th November 2026

HIRE OF A FIRM TO DESIGN AND SETUP THE EXHIBITION STAND FOR UGANDA AT ITB BERLIN 2027, GERMANY.

Procurement Reference Number: UTB/NCONS/ 2026-2027/00064

1. Uganda Tourism board has allocated funds to be used to hire a firm to design and setup the exhibition stand for Uganda at ITB Berlin 2027, Germany.
2. The Entity invites sealed bids from eligible bidders for the provision of the non-consultancy services.
3. Bidding shall be conducted in accordance with the procedures contained in the Public Procurement and Disposal of Public Assets Act, Cap 205 and the Regulations made under the Act 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 8:30am to 5:00pm (local time).
5. The bidding documents may be obtained by interested bidders on the submission of a written application to the address below at 8(b).
6. Bids must be delivered to the address below at 8(c) at or before **11:00am (local time), on 3rd December 2026**. All bids must be accompanied by a Bid Securing Declaration. Bid Securing Declarations must be valid until **30th April 2027**. Electronic bidding **will not** be permitted. 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 **11:30am (local time) on 3rd December 2026.**
7. There **shall not** be a pre – bid meeting/ site visit.
8. Bidders should note the following:
    a. Documents may be inspected at:
    Procurement & Disposal Unit
    Uganda Tourism Board (UTB)
    6th Floor, Block C, Lugogo House
    Plot 42, Lugogo Bypass
    P.O Box 7211, Kampala - Uganda
    b. Documents will be issued from: ***same address as above***
    c. Bids must be delivered to: ***same address as above***
    d. Address of bid opening: ***same address as above***
9. The planned procurement schedule (subject to changes) is as follows:

	Activity	Date
a.	Publish bid notice	13th November 2026
b.	Pre-bid meeting/ Site visits where applicable	Not Applicable
c.	Bid closing date	3rd December 2026
d.	Evaluation process	Within 10 working days from bid closing date
e.	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 Attorney General's approval.

CHIEF EXECUTIVE OFFICER