



UGANDA TOURISM BOARD

NOTICE OF EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICE FOR CITY TOURISM DEVELOPMENT PROJECT UTB/CONS/2020-21/00244

1. The Uganda Tourism Board (UTB) has allocated funds to be used for Consultancy Service for the Development and Promotion of Entebbe, Kampala and Jinja Cities as Tourism Cities. The Consultancy service will include development of product catalogues, product audit reports, tourism investment handbook, high resolution marketing videos and photos and itinerary fliers for each of the cities. The assignment will be divided into three lots and will require three different consultancy firms.
2. The Board now invites eligible consultants to submit sealed expressions of interest.
3. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
4. The short-listing criteria will include:
 - i. Legal documents – valid trading licence or equivalent, certificate of registration/incorporation or equivalent and power of attorney.
 - ii. The firm must demonstrate proven similar experience from previous clients in the same field of expertise (provide detailed information on each of the similar assignments).
 - iii. The firm must have tourism knowledge and experience working within the tourism environment.
 - iv. The firm must provide evidence of appropriate skills/expertise among staff.
5. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
6. Preference schemes shall apply when evaluating Request for Proposals from the shortlisted consultants.
7. Interested eligible consultants may obtain further information at the address given below from 8.00 AM to 5.00 PM, Monday to Friday.
8. Sealed Expressions of Interest must be delivered to the address below at or before 10.00 AM on 28th April 2021

The Head Procurement and Disposal Unit

Location: **6th Floor, Block C, Lugogo House**

Street Address: **Plot 42, Lugogo Bypass**

City: **Kampala**

Postal Office No.: **P.O. Box 7211**

Country: **Uganda**

Telephone: **+256 414-342 196/7**

Electronic mail address: alfred.mungungeo@utb.go.ug

9. The notice of expression of interest is available at the Entity's website at www.visituganda.com

10. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	15 th April 2021
b. Closing date for receipt of Expression of Interest	28 th April 2021
c. Evaluation of Expressions of Interest	Within 15 working days from closing date above
d. Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee

CHIEF EXECUTIVE OFFICER