



UGANDA TOURISM BOARD

REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF PHOTOGRAPHY AND VIDEOGRAPHY CONTENT UTB/CONS/2019-2020/00301

Uganda Tourism Board has allocated funds for the acquisition of to be used for the acquisition of consultancy services for Photography and Videography Content. The consultancy services ("the Services") include provision of high content creation of photography and videography production. The consultancy services shall aggressively market Uganda as a tourist destination of choice in the international markets. The estimated duration of the assignment is 6 Calendar months.

Uganda Tourism Board now invites eligible consultancy firms ("Consultants") to indicate their interest in providing the Services. Interested Consultancy firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The Consultancy Firm **shall**:

- Provide full names of the consultancy firm, its address and registration details/certificates (including year of incorporation or years of experience)
- Executive summary and a description of the proposer's organization's services and activities including company organization chart.
- Any other information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.

The following shall be the shortlisting criteria:

- a. Experience in production of promotional materials and documentary videos with a minimum of ten (10) years experience in the field
- b. At least five (5) sample works of related projects.
- c. Proof of very good knowledge of Uganda in terms of travel, cultures, locations and tourism sites.
- d. A detailed list of appropriate equipment to carry out the project.
- e. Profile and CVs of company technical team and all crew members

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Consultants should clearly indicate in the Expression of Interest submitted by Associations, whether the Association is a Joint Venture or a sub-consultancy, and which of the firms is the lead firm if a sub consultancy

A Consultancy firm will be selected in accordance with the method of shortlisting of consultants following publication of an expression of interest contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, and the PPDA (Procurement of Consultancy services) Regulations, 2014.

Further information can be obtained at the address below during office hours, **08:00am to 5:00pm (local time)**.

Expressions of interest must be delivered in a written form (In English Language) to the address below in person by **Wednesday, 24th June 2020 at 11.00 (Local time)**.

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

Website: www.utb.go.ug

Activity	Date
Publication of Notice of Expression of Interest	9 th June 2020
Closing date for receipt and opening of Expression of Interest	24 th June 2020
Evaluation of Expressions of Interest	Within 15 working days from closing date
Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee

CHIEF EXECUTIVE OFFICER