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Hon. Minister of State (Housing): 04143349265
Hon. Minister of State (Urban Development): 0414236384
Permanent Secretary: 04143230879
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In any correspondence on
this subject please quote No ADM/108/01

MINISTRY OF LANDS, HOUSING
AND URBAN DEVELOPMENT

P.O. BOX 7096

KAMPALA, UGANDA

Date: 7th January 2020

Procurement of Media

Services PR: MLHUD/USMID-AF/19-20/00328

1. The Ministry of Lands, Housing & Urban Development has allocated funds to be used for the acquisition of **media consultancy agency to support publicity and brand visibility of the ministry work, USMID program, and ARSDP project for the period of 24 months with clear outcomes**
2. The Entity invites sealed bids from eligible bidders for the provision of the above non consultancy services.
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 8:30-4:30pm.
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 **Ug. Shs 50,000 (Uganda Shillings Fifty Thousand)** only
6. Bids must be delivered to the address below at 8(c) at or before **10:00am on 7th February 2020**. 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 10:30am on 7th/02/2020**
7. **All bids must be accompanied by a bid securing declaration that must be valid until 10th /09/2020.**
8. There shall be a pre – bid meeting on **14th/01/2020** at ministry of lands housing and urban development boardroom at 10:00am
9. (a) Documents may be inspected at:

Ministry of Lands, Housing and Urban Development

Activity	Date
a. Publish bid notice/Issue of bids	7th/01/2020
b. Pre-bid meeting	14th/01/2020 at the ministry board room
c. Bid closing date	7th/02/2020
d. Evaluation process	Within 20 working days
e. Display and communication of best evaluated bidder notice	After contracts committee approval

Procurement and Disposal Unit, 1st Floor Room 17

Parliament Avenue Century Building

P.O. Box 7096 Kampala, Uganda

(b) Documents will be issued from:

Ministry of Lands, Housing and Urban Development

Procurement and Disposal Unit, 1st Floor Room 17

Parliament Avenue Century Building

P.O. Box 7096 Kampala, Uganda

(c) Bids must be delivered to:

Ministry of Lands, Housing and Urban Development

Procurement and Disposal Unit, 1st Floor Room 17

Parliament Avenue Century Building

P.O. Box 7096 Kampala, Uganda

(d) Address of Bid Opening:

Ministry of Lands, Housing and Urban Development

Procurement and Disposal Unit, 1st Floor Room 15

Parliament Avenue Century Building

P.O. Box 7096 Kampala, Uganda

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

Number of Copies

The consultancy firm should submit 4 copies and 1 original and the pages should be clearly labelled in sequential order.

D.W Okalany
Permanent Secretary