



INVITATION FOR BID

PROCUREMENT REFERENCE NO: UCC/NCONS/25-26/00170.

19th February 2026

PROVISION OF HOTEL SERVICES FOR THE UGANDA COMMUNICATIONS COMMISSION (UCC) UNDER FRAMEWORK CONTRACT FOR ONE (1) YEAR.

1. The Uganda Communications Commission (UCC) has allocated funds for the procurement of Hotel Services.
2. The Entity invites sealed bids from eligible bidders for the provision of the non-consultancy services - Provision of Hotel Services for the Uganda Communications Commission under a framework contract for one (1) Year.
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 AM].
5. The Bidding Documents in the English Language 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 Shs.100,000 (Uganda Shillings one Hundred Thousand only). The method of payment will be to a bank account of Uganda Communications Commission at Stanbic Bank Uganda Ltd, Corporate Branch, Crested Towers, Kampala as follows: Ug.Shs A/C No. **9030005759004**.
6. Bids must be delivered to the physical address below at 8(c) at or before **11th March 2026** at 10.00 am. Bids shall be accompanied by a **Bid Securing Declaration, Valid till 20th July 2026**. 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 10.15 am on **11th March 2026**.
7. There shall be a pre – bid meeting on **2nd March 2026 at 11:00 AM**. The Microsoft Teams link will be shared with bidders who have expressed interest in the tender.
8. Bidders should note the following:

(a) Address for Inspection of Bidding Documents:

Procurement and Disposal Unit;

Uganda Communications Commission, 1st Floor, UCC House,
Plot 42-44 Spring Road, Bugolobi, P.O. Box 7376, Kampala, Uganda
Tel: 256-41-4339000, Fax: 256-41-4348832, Email: procurement@ucc.co.ug

(b) Documents will be issued from:

Procurement and Disposal Unit;

Uganda Communications Commission, 1st Floor, UCC House,
Plot 42-44 Spring Road, Bugolobi, Kampala, Uganda.

(c) Bids must be delivered to:

Procurement and Disposal Unit

Uganda Communications Commission, 1st Floor, UCC House,
Plot 42-44 Spring Road, Bugolobi, Kampala, Uganda

(d) Address of Bid Opening:

The Meeting Room,

Uganda Communications Commission,

First Floor, UCC House,

Plot 42-44 Spring Road, Bugolobi, Kampala, Uganda

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

| Activity | Date |
|--|--|
| a) Publish bid notice | 19th February 2026 |
| b) Pre-bid meeting | 2nd March 2026 |
| c) Bid closing date | 11th March 2026 |
| d) Evaluation process | 12 th March 2026 to 20 th March 2026 |
| e) Display of Best Evaluated Bidder Notice | 10 Days after Contracts Committee Approval |
| f) Contract Award & signature | After Expiry of BEB Notice |

EXECUTIVE DIRECTOR