



# UGANDA PERFORMING RIGHT SOCIETY

## INVITATION FOR ELIGIBLE PROVIDERS FOR THE PROVISION OF COLLECTING AGENCY SERVICES

Uganda Performing Right Society, (UPRS) is a Collective Management Organization was formed in 1985 and licensed by the Uganda Registration Services Bureau URSB under the Copyright Act of Uganda to represent authors (mainly composers and performers of musical works) and to advance the cause of copyright administration in Uganda. UPRS is mandated to collect license fees from commercial public users of music the users and to distribute royalties to their respective rights holders.

**UPRS seeks to engage commission-based Collection Agents (Companies) whose primary duty shall be licensing commercial public users of music, using the tariff structure below, in the Central region of Uganda, in accordance to Section 44 of the Copyright and Neighboring Rights Act, 2006.**

NO	TARIFF DESCRIPTION	CODE
1.	Amusement Arcade / Parks / Fair ground	
2.	Bar, Gardens, Pubs	
3.	Beaches and Similar Air Premises	
4.	Cabaret, Dancing or Floor shows	
5.	Clubs	
6.	Discotheques and Dance Halls	
7.	Factory	
8.	Hair Dressing Saloons and Barbers' Shops	
9.	Hotel, Restaurant and similar Premises	
10.	Juke Box	
11.	Karaoke and Mimes	
12.	Light Music Concert	
13.	Live Music Performance	
14.	Mobile D Jockey	
15.	Musical Shows in halls, Theatres and Auditoriums	
16.	Paid Up Live Music Performances	
17.	Racetracks, Sports Stadium	
18.	Restaurants, Cafes, Coffee Shop, Takeaway	
19.	Shops, Stores, Showrooms, Offices,	
20.	Sports Betting	



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UPRS seeks to engage commission-based Collection Agents (Companies) whose primary duty shall be licensing public users of commercial users of music, in the Central region of Uganda, in accordance to Section 44 of the Copyright and Neighbouring Rights Act, 2006. Appointed Collection Agents shall be required to have presence in the regions that they have applied for, a proven track record of business, staff / teams with excellent verbal and written communication skills to carry out the assignment.

1. UPRS now invites sealed bids from eligible bidders for the above services.
2. Bidding will be conducted in accordance with open bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003
3. Interested eligible bidders may obtain further information from UPRS Headquarters and inspect the bidding documents at the address given below at 7(a) from 8.00am to 5.00pm.
4. This invitation is open to all eligible bidders.
5. Bids must be delivered to the address below at 7(C) at or before 11.00am on August 10, 2023.
6. Late bids shall be rejected.
7. Bids will be opened in the presence of the bidders' representatives, who choose to attend at the address below at 9(d) at 11.30 am on the 11<sup>th</sup> August 2023
  - a. Address documents may be inspected at: **Chief Executive Officer**
  - b. Address documents will be issued from: **Chief Executive Officer**
  - c. Bids must be delivered to the Chief Executive Officer at **Plot 35, House 5A, Bukoto Drive, or emailed to ceo@uprs.go.ug**
  - d. Address of bid opening: **Plot 35, House 5A, Bukoto Drive**
8. The Planned Procurement Schedule is as follows

No.	Activity	Dates
1	Publish bid notice	1 <sup>st</sup> August 2023
2	Pre-Bid meeting	N/A
3	Bid Closing Date	11 <sup>th</sup> August, 2023
4	Evaluation Process	12 <sup>th</sup> to 14 <sup>th</sup> August, 2023
5	Display and communication of best evaluated bidder notice	15 <sup>th</sup> August, 2023
6	Contract award	01 September, 2023



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## **Duties and Responsibilities**

The Appointed Collection Agents shall report to the CEO, in fulfilment of the following responsibilities:

- Licensing business owners (users of music) in the specified region of work;
- Creating awareness to the public about UPRS as a CMO for musical works
- Provide information if new users in the periodic reports for inclusion in the UPRS register.

## **Qualifications and Key Competencies**

Business documents

- Trading License
- URA Tax Clearance Certificate
- Certificate of incorporation
- Memorandum and articles of Association
- Company Form 20 and 22

Experience

- Physical address in the area of operation
- At least two years' experience in related business
- Three referees
- Bank Account details

## **Other considerations**

- (knowledge of the entertainment industry will be an added advantage)
- Demonstrable knowledge of the Copyright and Neighboring Rights Act, 2006

If you meet the above requirements, please send a proposal containing your method of operation, along with the information requested above, to the address below. All applications must be delivered on or before Monday, 10<sup>th</sup> August 2023.

**Chief Executive Officer,**