

EXPRESSION OF INTEREST

CONSULTANCY SERVICES TO UNDERTAKE CULTURE CHANGE AT THE COMMUNICATIONS COMMISSION OF KENYA (CCK)- CCK/PROC/EOI/02/2013-2014

The Communications Commission of Kenya (CCK) is the regulatory authority for the ICT industry in Kenya with responsibilities in telecommunications, e-commerce, broadcasting and postal/courier services. CCK is also responsible for managing the country's numbering and frequency spectrum resources.

CCK is committed to ensuring that it maintains a highly skilled and motivated workforce in order to discharge its statutory mandate. To enhance its capacity to effectively regulate the industry in Kenya, CCK, wishes to re-orient its staff, systems and processes to provide for accelerated access to and use of ICTs.

CCK therefore would like to engage the services of either an individual trainer or training firm to carry out In-house Training and workshops for staff on culture change. The aim of the training is to enable CCK develop initiatives leading to positive behavioural change and to equip staff with skills that will lead to improved productivity and high performance.

The Commission invites Expression of Interest (EOI) from interested firms and individuals for provision of In-house training services.

The EOI must be accompanied by details and copies of the following:

1. Company profile (company history, contacts, services, affiliations and incorporation/registration certificate etc.
2. A valid KRA tax compliance certificate or equivalent
3. Original and copy of the Expression of Interest documents – Two copies of the EOI proposals
4. Provide details of at least three (3) similar consultancy services carried out on culture change over the last five (5) years
5. Provide reference letters for the firm from at least three (3) organizations where service of a similar nature were undertaken in the last three (3) years
6. Demonstration of financial capability in carrying out the consultancy work by attaching audited accounts for the last two (2) years (i.e. 2011 and 2012); and;
7. A proposed methodology, plan and schedule of implementation of the services.

Expressions of Interest (EOI) should be submitted in plain sealed envelopes, clearly marked **CCK/PROC/EOI/02/2013-2014 - "Expression of Interest (EOI) for consultancy services to undertake culture change at the Communications Commission of Kenya (CCK)"**.

The EOI documents should be deposited in the CCK's Tender Box situated on the ground floor of the CCK Centre, Waiyaki Way and addressed as below so as to reach CCK on or before **14th August, 2013 at 2.30 p.m.**

The Secretary

Tender Committee

Communications Commission of Kenya

P.O. Box 14448, Nairobi 00800

Tel: +254(020) 4242000

Mobile: 0703 042000

0736 121515/ 121414

0727 531278/ 531279

E-mail: tenders@cck.go.ke

Website: www.cck.go.ke

Tenders will be opened immediately thereafter at the 1st floor Meeting Room 2, CCK Centre, at 2:30pm in the presence of Tenderers' representatives who choose to attend.



**Communications
Commission
of Kenya**