



Music Copyright Society of Kenya Limited

NON-PROFITMAKING-NO SHARE CAPITAL-LIMITED BY GUARANTEE-AFFILIATED TO THE INTERNATIONAL CONFEDERATION COPYRIGHT SOCIETY - CISAC

Reg. C5/83

HEAD OFFICE

Slip Road, Off Waiyaki Way, Westlands
P.O. Box 14806-00800
Tel: 0700 635806 / 0784 635806 / 020 3745177
Fax: +254 (20) 3745177
NAIROBI

The Dropping Zone, Box No. 155
Revlon Plaza, Biashara Street/Tubman Road

E-mail: music@mcsk.or.ke

REGIONAL OFFICES

NAIROBI

Veteran House
3rd Floor
Moi Avenue
NAIROBI
Tel: 020-221-9200

COASTAL KENYA

Zuijana Centre
3rd Floor, Moi Ave.
(Opp. Uhuru Gardens)
MOMBASA
Tel: 0703-846-384

NYANZA REGION

Re-insurance Plaza
4th Floor, Wing A
KISUMU
Tel: 0724-507-792

CENTRAL KENYA

Peak Business Centre
3rd Floor, Kanisa Road
NYERI
Tel: 0722-978-788

RIFT VALLEY

Kirem Arcade
2nd Floor, Wing 15
Ronald Ngala Street
ELDORET
Tel: 0715-679-831

WESTERN KENYA

Co-op. Bank Bldg
2nd Floor Room. 7
BUNGOMA
Tel: 020-261-1240

EASTERN KENYA

K.C.B. Building
1st Floor
MACHAKOS
Tel: 0722-430-921

TENDER DOCUMENT FOR PROVISION OF SYSTEM AUDIT SERVICES

Music Copyright Society of Kenya Limited (MCSK) is a company limited by guarantee (Regd. 1983, C.5/83) that administers, enforces and manages the exploitation of performing and reproduction rights in copyrighted musical works it has been exclusively assigned by local and international Authors, Composers, Arrangers and Publishers of copyrighted musical works.

Music Copyright Society of Kenya (MCSK) carry out a Finance System Audit and is hereby inviting qualified service providers who meet the below expectations among others.

1. Certified -copies of certificate of registration or incorporation
2. Evidence of office premise and physical location
3. Valid copy of company Tax Compliance certificate
4. Certified copies of Pin Certificate for the company
5. Company Profile
6. Current CR 12 form, not older than 12 months.
7. Reference letters from previous organizations served with the same solution with contact person, telephone and email.
8. Valid practicing certificate/ licenses for lead consultants/Partners
9. Curriculum vitae land academic &. professional certificates for key personnel to be assigned the project
10. Evidence of license by relevant professional body/ regulator
11. Certified copies of audited financial statements for 3 years

Only bidders who provide all the mandatory requirements will proceed to technical evaluation stage.

Kindly submit your Company Profile at MCSK Head office, AK119 Slip Road, Off Waiyaki Way between 9 am and 3:30 pm weekdays or send it via mail, to hr@mcsk.or.ke

DEADLINE FOR SUBMITTING APPLICATIONS IS ON 15th, February 2024.

Music Copyright Society of Kenya

Dr. Ezekiel Mutua, MBS

CHIEF EXECUTIVE OFFICER



DIRECTORS:

SIMON KARIUKI NDERITU-CENTRAL REGION | DESMOND KATANA HARRISON-COAST | LAZARUS MUOKI MULI-EASTERN REGION | JOHN MWANGI NJOROGE-NAIROBI REGION
JAPHETH KILONZO KASANGA, OGW-NAIROBI | PAUL MAINA MWANGI-RIFT VALLEY REGION | JOSEPH SHISIA WASIRA-WESTERN REGION | JAMES LIKEMBE MILULU-NYANZA REGION