

**SAFARICOM PLC**  
P.O. BOX 66827-00800 WESTLANDS  
NAIROBI, KENYA

## **EXPRESSION OF INTEREST**

### **PROVISION OF END-OF-LIFE EQUIPMENT DISPOSAL MANAGEMENT SERVICES**

**Last Date for Receipt of Clarifications: Wednesday, 29<sup>th</sup> December 2021.**

**Last Date for Receipt of EOI: Noon (Kenyan Time), Friday, 14<sup>th</sup> January 2022.**

## 1.1. Introduction

Safaricom is the leading integrated communication services provider in Kenya and has a steadily growing subscriber base of mobile and enterprise clients. The company is continuously expanding and upgrading its systems and processes to meet the changing needs of its customers. To meet this objective Safaricom continuously seeks to partner with competent suppliers and service providers for supply of various goods and services.

To this end, Safaricom intends to engage services of a reputable supplier for the provision of **End-of-Life Equipment Disposal Management Services**. Safaricom is therefore soliciting for Expressions of Interest (EOI) from interested qualified suppliers with local presence or willing to set-up locally.

## 1.2. Background and EOI Requirements

Safaricom continuously rolls out and upgrades its Base Stations and related core sites to expand its network and provide high quality coverage to its customers. The upgrade process involves decommissioning old or obsolete equipment and replacing them with new equipment that meets the changes in technology and customer demands. Safaricom is looking for a supplier who is conversant with the handling of obsolete equipment and ensuring disposal follows the set statutory environmental requirements.

This EOI process intends to identify suppliers that can demonstrate having sufficient capability to offer the disposal management services based on Safaricom requirements and in a manner that enables Safaricom meet its expectations. The requirement is a local supplier who can handle old and obsolete decommissioned equipment, offer warehouse management with accuracy on inventory, ensure smooth transfer of these equipment to their warehouse and make payments of handed over equipment within set timelines.

Safaricom is therefore soliciting for Expressions of Interest from interested companies clearly showing the following:

- Company details as listed below.
- Years of experience of offering these services for similar equipment.
- List of clients where similar services have been offered in the past with reference contact details.
- Three years audited accounts.

## 1.3. Submission of Responses

Interested suppliers should submit their responses to this EOI in soft copy addressed to [PGathura@safaricom.co.ke](mailto:PGathura@safaricom.co.ke) and copied to [PKyengo@safaricom.co.ke](mailto:PKyengo@safaricom.co.ke) **no later than Noon on Friday, 14<sup>th</sup> January 2022.**

Prospective suppliers should attach a separate excel document with specific responses to each of the requirements above in the format below:

|   | Requirement  | Comments |
|---|--|----------|
| A | Share the following company details:<br>a) Company Profile<br>b) The principal place of business<br>c) Additional supporting documentation related to this scope   |          |
| B | Years of experience of offering these services for similar equipment   |          |
| C | List of clients where similar services have been offered in the past with reference contact details. Attach supporting documents in each case.<br><br>Attach a separate document in the template format below. |          |
| D | Three years audited accounts.  |          |
| E | Any additional information that Safaricom should be aware of.  |          |

NB: Attachments to be in separate zipped folders.

**TABLE FOR ITEM C ABOVE**

| CLIENT NAME | COUNTRY | SCOPE | SUPPORTING DOCUMENTS<br>e.g., contract(s), purchase order(s), award letter(s), etc. | CONTACT DETAILS<br>i.e., Email(s) and Phone Number(s) |
|-------------|---------|-------|---|---|
|             |         |       |   |   |
|             |         |       |   |   |
|             |         |       |   |   |
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|             |         |       |   |   |

**IMPORTANT INSTRUCTIONS:**

1. Ensure you attach the response in a separate excel document in the format above. Any other format will not be accepted.
2. Have all the attachments supporting your submission in a separate zipped file or files. If your submission is above 20MB, share the files through Microsoft OneDrive (it's free up to 5GB). The emails to be allowed access are: [PGathura@safaricom.co.ke](mailto:PGathura@safaricom.co.ke) and [PKyengo@safaricom.co.ke](mailto:PKyengo@safaricom.co.ke).

The attachments should be submitted in folders properly labelled as per the index listed above. You will have folders A to E as listed above.

The submission format will be an email with the excel attached and a OneDrive link with the supporting attachments.

**NB:** Response attachments to be shared via Microsoft OneDrive and not GoogleDrive.

#### 1.4. Next Steps

- Review of submitted Expressions of Interest.
- Prequalification of shortlisted suppliers and
- Issuing of tender to prequalified suppliers.

#### NOTE:

- Only the suppliers who meet our minimum requirements will be considered for further discussions.
- **No prices should be provided with this EOI.**
- Safaricom reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and there will be no further correspondence other than for the purpose of informing the bidders of the outcome of the process.

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