

Expression of Interest: Provision of Pre-Employment Screening Services

Document Release Date : 22nd April 2020

Closing Date for Receipt of EOI: 1st May, 2020

1. INTRODUCTION

Safaricom Limited is a leading telecommunications company offering a comprehensive range of integrated telecommunication services, including mobile and fixed Voice, SMS, Data, Internet and Mobile money (M-PESA) to over 25 million subscribers. Safaricom currently holds a market share of 67% and commands the widest mobile network coverage enabling it to maintain its position as the region's mobile market leader. Our efforts are geared towards positively influencing the lives of those in the communities around us and thus we strive to change the present to improve the future.

Safaricom Limited is seeking Expressions of Interest (EOI) from qualified and reputable vendors on Pre-Employment Screening Services for the Resources-Talent Acquisition Department.

2. AIMS AND OBJECTIVES

Safaricom PLC (the company) continually seeks to collaborate with various competent suppliers (local and international) for the supply of goods and provision of services to enable the company meet its current and future needs and obligations.

This EOI is intended to lead to the identification of duly registered and reputable firm(s) with the capacity to provide Pre-employment Screening Services for the Resources-Talent Acquisition Department within the company.

Pre-employment screening is part of the recruitment process for the company has the following benefits:

- It protects the company (employees, customers and shareholders) from dangerous, unreliable, untrustworthy or otherwise not suitable for hire persons;
- It also flags past infractions that might affect an individual's ability to perform a job and overall assists with organization improved quality of hire.

Safaricom is therefore soliciting from interested companies an Expression of Interest clearly showing the following;

- Capacity and capability of the supplier to provide the full background screening services that will meet our business and hiring needs including:
 1. Criminal and civil background checks, including misdemeanors, warrants and felonies, when permitted.
 2. Education, professional license and credential verifications;
 3. Motor vehicle records;
 4. Employment verifications and reference checks;

5. Terrorist watch lists;
6. Credit history, within legal guidelines;

- Meet the set service level agreement (SLA).
- Easily accessible by the Safaricom team for quick verification and action.
- Technology savvy and adoptable to use of internet tools/portals.
- Appropriately certified to carry their duties Background screening firms.
- Able to maintain records and continuously update their database and make information easily accessible to the client upon request.
- Accuracy in reporting and ensure quality work at all times
- Protection of information from the client and the screened potential candidates

Further, the EOI Response should contain the following information.

- a. **Demonstrate capacity to undertake the above listed services** – Your Company should have existed for at least 2 years and carried out the mentioned services. Provide Company profile.
- b. **Provision of recent client referrals/ referral letters** where similar services have been carried out and number of staff Screened providing contact address, scope of works and duration. Please attach the references.

Note: Only the above requested information should be provided. Prices should not be provided.

3. SUBMISSION OF RESPONSES

Interested suppliers should submitted their response to this EOI in soft copy addressed to the attention of the Senior Manager Purchasing. The EOI should be emailed to lowegi@safaricom.co.ke and copied to sowuor@safaricom.co.ke on or before 1st May2020, at 5PM (Kenyan time)

4. NEXT STEPS

- Review of submitted Expressions of Interests
- Prequalification of shortlisted suppliers
- Issuing of tender to prequalified suppliers

NOTE:

- Only the suppliers who meet our minimum requirements will be considered for further discussions
- Safaricom reserves, at its sole discretion, the right to select or reject, in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for informing the bidders of the outcome of the process.
- Safaricom and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.

