



EXPRESSION OF INTEREST- PROVISION OF CATERING SERVICES

Document Release Date : 16th May 2022

Last Date for Receipt of Proposals : 23rd May 2022 at 5:00 PM (Kenyan Time)

1. INTRODUCTION

Safaricom PLC 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 30 million subscribers. Safaricom currently holds a market share of 69% 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 impacting the lives of those in the communities around us and thus we strive to change the present to improve the future.

As an employer of choice, Safaricom believes it is at its best when its employees are at theirs. Safaricom therefore strives to provide an exceptional and meaningful working environment by removing barriers so that employees can focus on the things they love, both inside and outside of work. Some of such benefits include the Provision of Catering Services to staff.

This document constitutes the formal Request for Expressions of Interest (EOI) for Provision of cafeteria services at our office blocks based at Westlands and Mlolongo and Eldoret.

2. AIMS AND OBJECTIVES

This Expression of Interest (EOI) document is intended to lead to the identification of suppliers that can demonstrable having enough capacity and experience to provide catering services in a manner that enables Safaricom to meets its expectations.

Safaricom is therefore soliciting from interested companies an Expression of Interest clearly demonstrating the following:

1. The profile of the company detailing the years of experience as prime service providers of cafeteria services.
2. Current list of clients where similar services has been carried out and the number of people served in each of the outlets. Provide recommendation letters from the clients and contacts.

Name of Corporate Client	No. Years' Service been Provided	Number of people served

3. Provide evidence of compliance to NHIF, NSSF and WIBA
4. Vendor partnership if any i.e. Raw material suppliers, banks etc
5. Health and safety /food handling policy
6. Company's cafeteria and food handling Covid 19 protocols

3. SCOPE OF SERVICES

The catering services process includes but not limited to;

- Preparation of Food
- Weekly meal reports
- Daily cleaning of the kitchen and stores
- Collection and segregation of garbage and general cleaning
- Stocking of the raw foods, beverages, consumables, cutlery and crockery
- Inspection and Maintenance of kitchen equipment's and facility- inspection and maintainance done by safaricom
- Frequent sanitization of the cafeteria space furniture and fittings -This is done by soft services vendor

1. Requirements for provision of catering services

- Business permit provided by the county government
- NEMA certificate-Garbage disposal
- Valid medical certificates for all staff engaged at the kitchen
- Day to day Covid protocols management and food handling.
- OSH-As provided in the OSH schedule
- Certificate of good conduct for all employees
- Food handling certificate

2. Responsibilities for suppliers;

The supplier will provide the following;

- Cooking Gas
- Dish cloths and sponge
- Serving trolleys and serving trays
- Washing pastes (Axion), detergents (Jik), Scouring agents,
- Serviettes, Toothpicks, salt and pepper shakers,
- Kitchen cutlery and crockery
- Uniform for their staff-Hair nets, Closed shoes, Name tags, Blouse/shirt/skirt/trouser, Gumboots for cleaning stewards
- Menu display board
- Cooking pots (Sufuria's)
- Take away-Brown bags and containers
- Food grade gloves-polygloves
- Cleaning Buckets and mops
- Practice FIFO

Responsibilities of Safaricom Limited

- Safaricom will cater for:
 - ✓ Water
 - ✓ Electricity
 - ✓ Kitchen equipment repairs
- Safaricom will also provide kitchen equipment at the said premises. However, the supplier will be required to provide additional equipment if need be. Additionally, the supplier shall

be expected to use and keep the equipment in good working order and maintain all the Kitchen equipment in their possession for the time they are on contract with Safaricom Ltd and hand them over as in good working condition.

SUBMISSION OF RESPONSES

Interested suppliers should submit their response to this EOI to Flora Mangala on FMangala@Safaricom.co.ke **no later than 23rd May 2022 at 5:00 PM.**

NEXT STEPS

- Review of submitted Expressions of Interest
- Prequalification of shortlisted suppliers
- Company health advisor engagement
- Issuing of tender to prequalified suppliers

NOTE:

- No prices should be provided with this EOI
- 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, either 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 EOI