

Expression of Interest – Provision of Audio-Visual Equipment Rental and Technical Set up Services

Document Release Date: 21st January 2022

Closing Date for Receipt of EOI: 26th January 2022

1. INTRODUCTION

Safaricom is the leading integrated communication services provider in Kenya and has a steadily growing subscriber base. The company is continuously seeking for opportunities to maximize shareholder value.

Safaricom intends to appoint audio-visual and technical set up expert to work on Safaricom's events, sponsorships and related experiential marketing activities. The supplier will be expected to liaise closely with Safaricom and its agencies to successfully deliver Audio-Visual Equipment Rentals and Technical Set up Services in line with the approved event plans for Safaricom PLC. This includes the execution of in person and hybrid (in person + digital) event engagements. This document constitutes the formal call for the Expression of Interest (EOI) from experienced and reputable suppliers in the industry interested in providing Audio-Visual Equipment Rental and Technical Setup services to Safaricom and affiliates under the group.

2. AIMS AND OBJECTIVES

This Expression of Interest (EOI) document is intended to lead to the identification of experienced and reputable suppliers in the industry with demonstrable capacity and experience to provide Audio-Visual Equipment Rental and Technical Setup services for Safaricom events.

Safaricom is therefore soliciting from interested companies an Expression of Interest clearly demonstrating the evidence that your company has the right inventory levels of Audio-visual equipment rentals and the necessary technical know-how to undertake the services.

3. SCOPE

If awarded the contract, the scope of this engagement shall be the **Provision of Audio-Visual Equipment Rentals and Technical Setup Services**.

Key deliverables under this scope include;

- A. Provision of audio-visual services including equipment rentals and technical setup for web streaming, video conferencing, live broadcasts and events.
- B. Design and build of creative event stages, booths and engagement spaces in line with brand guidelines as per approved event plans. This includes working with the Safaricom Event Team to provide best practice advise on the optimum utilization of spaces
- C. Provision of visual event equipment including LED and Daylight Panel screens, projectors , LED / OLED Screens that will be used as per approved event plans. This includes relevant digital mixers to integrate screen equipment and manage content, as well as clickers for event presentations

- D. Provision of relevant sound equipment including but not limited to microphones (cordless, podium / goosenecks and lapel mics), indoor and outdoor speakers and sound systems and audio mixers for use at in person and hybrid events
- E. Provision of high definition (1080p and above) camera equipment and digital mixers to be used at hybrid / livestreamed events
- F. Provision of relevant crowd control equipment for outdoor events including crowd control barriers and trussing as per approved event plans and in collaboration with Safaricom's security teams
- G. Event production including staging, graphics and design services. Work closely with Safaricom's Event Agency to bring to life approved event plans and concepts, in accordance to brand guidelines
- H. Provision of backup generators for events to provide power independently of main electricity supply for all technical equipment on ground and other experiential spaces as per approved event plan
- I. Post Event reporting and documentation

4. NEXT STEPS

For interested bidders please read through Step 1 and Step 2. Note that both are distinct processes to be reviewed by two different teams in Safaricom. ***In the interest of time, you are advised to work on both processes concurrently immediately you receive this EOI.***

Step 1 – Registration for prequalification (due diligence)

On a computer, register your details on our Supplier Portal using the link provided below to commence the process of prequalifying your company. Before filling in the required fields and subsequent attachments, it is important to read our standard policies and requirements, available on our website. You will be required to attach scanned copies of documents listed below.

- Detailed company profile
- Certificate of incorporation/Registration certificate.
- Tax certificate (where applicable).
- Bank details in attached PDF format

The link is as follows;-

<https://www.safaricom.co.ke/about/about-safaricom/suppliers/supplier-tools-support>

Click on “**become a supplier**” then proceed to provide requested information below;-

- Company Registered Name
- Company Registration number
- Tax Registration number (where applicable)
- The company address and Contact Information
- Products and Services offering
- Shareholder(s)and/or Director(s) details

- Trade References (customer references for previous work)

Upon completion and submission of your documentation, we will review your registration and advice on the way forward in a period of up to 2 working days.

Step 2 – Submission of EOI responses

- Please submit a brief proposal together with your letter of interest indicating your business address, main point of contact and all contact information. You are also encouraged to share references or recommendation letters of from your previous/current corporate clients where you have supplied similar services. It is important that the interested parties also illustrate their preferred business model. **No prices should be provided with this EOI. Detailed technical proposals will be reviewed at the RFP stage.**

Interested bidders should submit their response to this EOI by email addressed to the attention of the Senior Manager Purchasing. The EOI should be emailed to pkiiru@safaricom.co.ke and copied to bids@safaricom.co.ke on or before **26th January 2022**.

NOTE:

- 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.
- Safaricom will verify the documents and information and proposals submitted and issue the main RFP (Tender) to all shortlisted bidders subject to a successful prequalification process.
- 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.