



**SAFARICOM PLC  
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**EXPRESSION OF INTEREST FOR PROVISION  
OF END-OF-LIFE EQUIPMENT DISPOSAL  
MANAGEMENT SERVICES**

**Document Release Date: 9<sup>th</sup> March 2023**

**Last Date for Receipt of Proposals: 17<sup>th</sup> March 2023 at 1600 Hrs. EAT**



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## **1.0 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

## **2.0 Background**

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 for this service.

## **3.0 Submission of Responses**

Interested suppliers should submit their responses to this EOI in soft copy addressed to [SNdubi@safaricom.co.ke](mailto:SNdubi@safaricom.co.ke) and copied to [PGathura@safaricom.co.ke](mailto:PGathura@safaricom.co.ke) no later than 5.00 PM EAT on Friday, 17<sup>th</sup> March 2023.



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

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

NB: Attachments to be in separate zipped folders.

**TABLE FOR ITEM D ABOVE**

<b>CLIENT NAME</b>	<b>COUNTRY</b>	<b>SCOPE</b>	<b>UPPORTING DOCUMENTS e.g., contract(s), purchase order(s), award letter(s), etc.</b>	<b>CONTACT DETAILS i.e., Email(s) and Phone Number(s)</b>

**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: [SNdubi@safaricom.co.ke](mailto:SNdubi@safaricom.co.ke) and [PGathura@safaricom.co.ke](mailto:PGathura@safaricom.co.ke).



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

#### **4.0 Instructions to Respondents**

- The EOI response must not include any pricing/commercial proposal.
- All responses should be provided in standard file formats i.e., XLSs, DOC(X) and PDF. For bulky files please share via Microsoft OneDrive.
- The receipt of a response shall not bind Safaricom into any contractual agreements with the bidder. Such arrangements shall only come into place once a tender process has been undertaken and an award issued to successful bidder(s) as evaluated technically and commercially.
- Any costs associated with the preparation and submission of the response to the EOI shall be borne by the vendor.
- State if you intend to submit this bid as a joint venture/consortium or any other joint format
- Organization and staff experience information to be submitted in the format provided in appendix 1 (Information on staff and organization experience)

#### **5.0 Next Steps**

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

All responses should be provided in electronic format only i.e. emailed to [Sndubi@safaricom.co.ke](mailto:Sndubi@safaricom.co.ke) and [PGathura@safaricom.co.ke](mailto:PGathura@safaricom.co.ke).

#### **6.0 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.