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EXPRESSION OF INTEREST FOR SUPPLY, SUPPORT AND MAINTENANCE OF ASSET MANAGEMENT SYSTEM

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1.0 Introduction

Safaricom PLC, the leading mobile services provider in Kenya, boasts a steadily growing subscriber base. The company is consistently expanding and upgrading its systems and processes to align with the evolving needs of its customers. In pursuit of this objective, Safaricom continually seeks partnerships with competent and reputable suppliers and service providers to fulfill various requirements.

To this end, Safaricom intends to identify suppliers capable of demonstrating a mature and best-in-class acquire-to-rotate asset management system. This system should enable the tracking of assets from purchase to retirement or redeployment.

2.0 Scope

The selected supplier will be responsible for supplying, supporting, and maintaining the asset management system. The system we are seeking must have the following main capabilities, among others:

Asset Management Capability: This involves the identification of assets using a well-defined QR code tag upon receipt at the Safaricom warehouse. The system should track assets through a mobile application from the warehouse to the sites, and in case of changes from one site to another, until they are disposed of. It should utilize geolocations/coordinates for tracking assets through a well-coordinated and well-thought-out asset tracking process that is enforced by the system.

Audit Capability: This includes auditing of records and physical assets, conducting Site-Asset Audits for multiple projects, providing comprehensive information about assets deployed at each site, warehouses, and repaired sites. The system should also identify asset ownership in terms of departments and notify asset owners when their assets are moved from one site to another.

3.0 EOI Requirements for the bidders

The bidder should demonstrate the capability of having deployed a similar system and is therefore expected to share detailed responses showcasing the firm's capacity and experience in offering an asset management system, listing all the properties and features of the same.

Please see the breakdown of the documents to be submitted:

1. Company Information:

The supplier should provide a detailed company profile clearly showing the business focus area and a Certificate of Incorporation/Registration Certificate (both in the English language).

2. Reference Customers:

The supplier should demonstrate the capability of having deployed a similar system by providing evidence of the same.

- a) List relevant clients where the asset management system has been supplied before in the format sample provided in Appendix 1.
- b) Provide reference evidence in terms of purchase orders, contracts, completion certificates, etc.

- c) List all the properties and features of the system deployed. Share documentation on the necessary technical descriptions of the system.

3. Financial Capability:

The supplier should provide audited financial statements for the last three years. Provide three separate files for each year.

Industry Certifications:

The supplier should provide any relevant industry certifications obtained in this scope, such as ISO 9001, etc.

4. Local Presence:

The supplier should provide an agreement with local partner(s) or evidence of a local presence in Kenya (if any).

4.0 **Important Instructions on Enquiries and submission of Responses:**

- a) The responses to this EOI are to be submitted via the Safaricom i-sourcing portal and **e-mail responses WILL NOT BE CONSIDERED.**
- b) All suppliers not registered with Safaricom and would like to participate in this EOI will be expected to register as new suppliers via the below link to be able to access the EOI.
<https://egjd.fa.us6.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000002465003>
- c) All registered suppliers who would like to participate in this EOI can access the EOI through below link.
[1395: EOI FOR SUPPLY, SUPPORT AND MAINTENANCE OF ASSET MANAGEMENT SYSTEM](#)
- d) For any support/enquiries relating to this EOI, kindly send an email to fkithinji@safaricom.co.ke.
- e) Once logged in, all interested suppliers can access the EOI by following below steps: Supplier Portal>>Negotiations>>View Negotiations>>*Invitation Received (pick NO)>>Search.
- f) The EOI response should not include pricing/commercial proposal.
- g) All responses should be provided in standard file formats i.e., XLSs, DOC(X) and PDF. Any link submitted together with the documentation should lead to an MS OneDrive folder and not Google Drive or WeTransfer. Submissions with links to platforms other than MS OneDrive will not be accessible on our end and will not be considered.
- h) Any costs associated with the preparation and submission of the response to the EOI shall be borne by the vendor.

5.0 **Evaluation Process**

- Once Safaricom PLC receives responses to this EOI on the closure date indicated, the evaluator shall evaluate all the responses to the EOI including all supporting documents & documentary evidence. Please NOTE that failure to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI response.

- The Evaluation Committee may seek additional documents as it deems necessary, at its discretion as part of the evaluation exercise that will be undertaken.
- EOI respondents who meet the minimum requirements may be called for a detailed presentation for further evaluation of their technical capability, product quality, Quality Analysis procedure, etc. as part of the EOI evaluation.
- Only those EOI respondents that meet the minimum requirements indicated in the EOI requirements section will be shortlisted following successful evaluation of their offering/solution proposal.

6.0 Next Steps

- Suppliers that express interest to participate in the provision of the above-mentioned scopes and meet our requirements, shall be prequalified in their area(s) of expertise, subject to the provision of required documentation.
- Suppliers that meet the minimum evaluation in the EOI and pre-qualification criteria will be considered for further discussion on the tender process.

7.0 Note

- Safaricom PLC 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.
- 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.

**Appendix 1:
List of Relevant Projects/Experience format**

Project Description	Year of Project Delivery	Client	Project Value	Contact