

Expression of Interest – Production of Safaricom and MpesaFoundations’ annual reports and biannual magazine

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Closing Date for Receipt of EOI: Not later than 6:00Pm on Wednesday 4th October 2023

1.0 Introduction

In line with Safaricom’s SDG agenda, Safaricom has in place an annual report for Safaricom Foundation which is in line with the company policy that ensures the Foundation produces a report annually highlighting its function and achievements.

The Safaricom Foundation is the Corporate Social Investment arm of Safaricom Limited. It is established as a charitable trust with the aims of making sustainable contributions to Kenyan communities. Since its inception in 2003, the Safaricom Foundation has partnered with thousands of Kenyan communities and organizations to improve the quality of life of Kenyans through projects in health, education, economic empowerment, water, environmental conservation, disaster relief, sports, music, arts and culture.

2.0 Aims And Objectives

This Expression of Interest (EOI) is intended to lead to the identification of suppliers that can demonstrably having sufficient capacity to provide publication report in the best possible way and in a manner that enables Safaricom Foundation to meet its expectations.

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

- The profile of the company detailing the years of experience as prime service provider of report publication annually; Certificate of incorporation, and organization structure and tax compliance.
- Financial capability - Financial statements for the last 2 years audited by a licensed auditor
- List of corporate clients where firm has offered similar services in the last 2 years - (Provide Contact Details, recommendation letter/ contracts).
- Geographical Presence - Details of your presence across all regions in Kenya - head Offices, offices.
- Valid operating Permits and licenses - The firm’s license from relevant and recognized licensing bodies to carry out these services (attach supporting documents i.e., valid registration certificates/ valid licenses as required by the government of Kenya).

3.0 Scope

The general scope for **Production of Safaricom and MpesaFoundations’ annual reports and biannual magazine** shall include but shall not be limited to:

1. Collect information (success stories, best practice and any other information considered relevant for the reports and Magazine) on projects spread across the country and covering all the thematic areas for the Safaricom Foundation. Similarly, collect information from all the MPESA

Foundation projects. The task will focus on projects that benefit the community and opportunities for improvement in the projects that have not been successful

2. Obtain consented photography/images of the individuals/projects featuring in the stories collected. All photography/images belong to the Foundations and should be provided upon completion of the project.
3. Interview the Chairman and Founder of the Safaricom Foundation and the Founder and Executive Director of M-PESA Foundation and incorporate the same in the reports and magazine.
4. Formulate a concept and theme for the reports and bi-annual magazines in both Print and Digital formats
5. Develop of creative direction and layouts
6. Editing of the content, design and layout of the publications
7. Carry out the video shoot for both the Safaricom Chairman for the digital magazine. Carrying out similar Video shoot for the MPESA Executive director.
8. Organize a photoshoot for the Foundations Management and Board Trustee members.
9. Ensure that the publications in both the digital and print format are ready within the set timelines
10. Ensure that Foundation's consent is obtained before the publications go to print
11. Print the publications in line with the agreed production schedule and to the set quality standards.
12. Deliver the printed publications to the Safaricom Foundation offices within the set timelines
13. Provide Safaricom and MPESA Foundations with a high resolution digital version of the publications in the recommended format.
14. Be available on call for purposes of editing of the concept, design, layout and clarifications on the content of the publications
15. Develop a work plan to show how the work will be done for the publication

Submission of Responses

Interested suppliers should submit their response to this RFI in soft copy addressed to the attention of the Category Sourcing Manager. The EOI should be emailed to CKiteme@Safaricom.co.ke; and LOWegi@Safaricom.co.ke before 6:00Pm on **Wednesday 4th October 2023** (Kenyan Time).

Next Steps

- i. Review of submitted Expressions of Interest
- ii. Prequalification of shortlisted suppliers
- iii. Issuing of tender to prequalified suppliers

NOTE:

- This is not a tender
- Only the suppliers who provide the requested details 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 no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.