



**SAFARICOM PLC P.O. BOX 66827-00800 WESTLANDS
NAIROBI, KENYA
TEL +254 722 000000
FAX +254 722 00 4202**

EXPRESSION OF INTEREST

**Provision of Gym Equipment Setup, Maintenance, Management & Fitness
Services**

Document Release Date: Monday, 13th May 2024

Last Date for Receipt of EOI: 1700hrs, Monday 20th May 2024

Expression of Interest - Provision of Gym Equipment Setup, Maintenance, Management & Fitness Services



1.1. Introduction

Safaricom PLC is the leading integrated communication and financial services provider in Kenya, with a steadily growing subscriber base. The company is continuously expanding and reviewing its business, to meet the changing competitive landscapes, needs, and profiles of its customers.

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.

We are seeking proposals from reputable and qualified vendors for the provision of gym equipment setup, equipment maintenance, gym management, and fitness services at our facility at Safaricom headquarters, Westlands (Safaricom HQ1). The purpose of this exercise is to shortlist vendors who can deliver high-quality equipment, maintenance services, professional gym management and fitness programs that will meet the wellness needs of our employees.

1.2. Background and EOI Requirements

Safaricom outsources provision gym management services to professional firms, who offer specialized services in line with agreed terms of reference to realize company projects. This EOI is intended to lead to shortlist suitable firms (the Bidder) who showcase demonstrable capacity and willingness to provide these services. The service will be required 7 days a week except public holidays and the roles under this scope of work is outlined.

1. Procurement and installation of gym equipment (Cardio, strength, and aerobics, etc.) tailored to our workplace's needs and space constraints.
2. Regular maintenance and inspection of all gym equipment to ensure safety, functionality, and longevity.
3. Provision of fitness services such as personal training sessions, group classes, field activities and wellness workshops.
4. Management of gym facilities including cleanliness for the 5000 sq foot of space/facility, equipment organization, and user experience optimization



5. Provision of toiletries and hygiene consumables for over 200 gym member per day.
6. Reporting on equipment usage, maintenance activities, and employee engagement with fitness services.

1.3. Submission of Responses

Safaricom PLC is therefore soliciting from interested companies the following mandatory requirements: -

- I. An Expression of Interest letter duly dated signed and stamped on your company letterhead. The letter should state the key contact person in this process and their contact details.
- II. Supplier reference checks from three of your biggest corporate clients (not exceeding three years)
- III. Proof of service provision and capacity – Detailed breakdown of equipment offerings, maintenance plans, and fitness services.
- IV. Proposed timeline for equipment setup, maintenance schedules, and commencement of fitness services.
- V. Relevant and applicable licenses and business permits for the said services

2. NEXT STEPS

Only the vendors that meet our minimum requirements will be considered for the next stage of the bidding process.

Order of Activities

- a. Evaluation of the Expression of Interest submissions
- b. Shortlisting of vendors
- c. Prequalification/requalification of shortlisted vendors
- d. Request for Proposal issuance to shortlisted vendors.

The Safaricom team may conduct site visits for all bidders who respond to this EOI.

To help in your assessment of the facility including available space for the gym, dimensions, layout, and any specific requirements or constraints you will need to consider in your response, the Safaricom Property and Workplace team has organized viewing of the facility on Friday 17th May 2024 at 11.00am to 13.00Hours. All



interested parties are invited to visit the facility within this period. The location is Safaricom House (HQ1), along Waiyaki Way, Westlands, Nairobi, Kenya.

3. RESPONSES TIMELINES

Please submit your EOI responses by **Monday 20th May 2024** at **1700hrs** via response on our I-sourcing platform.

If your company is prequalified to be a supplier with Safaricom PLC, log in to this site to respond to the bid.

https://egjd.fa.us6.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodeid=itemNode_supplier_portal_supplier_portal

If you are a new potential supplier without any previous interactions with Safaricom, follow this link to register your company for prequalification [Supplier Registration \(oraclecloud.com\)](#) then use previous link to respond to the EOI.

All attachments should be clearly labelled to match the requirement being responded to and should be attached in the attachment section corresponding to the attachments.

All attachments should be in standard formats (i.e., word, excel, PDF) and attached to your repose on i-sourcing portal.

For any inquiries or clarification regarding this Expression of Interest, please contact:

-

Phylis Kiiru
Category Sourcing Specialist
pkiiu@safaricom.co.ke

NOTE

- This is not tender.
- Only the suppliers who provide the requested details will be considered for further discussions,
- No prices should be provided with this EOI,
- 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 the purpose of informing the bidders of the outcome of the process.

- **The Special Interest Group (SIG) entities are encouraged to participate, i.e. (Women owned Companies, Youth owned companies and companies owned by people who are differently abled).**