



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

**EXPRESSION OF INTEREST – EOI FOR LAPTOPS AND UPDATED REQUIREMENTS FOR SAFARICOM  
BCP (BUSINESS CONTINUITY PLAN) LAPTOP PROVIDER.**

**Document Release Date: 22<sup>nd</sup> Sep 2022**

**Last Date for Receipt of Proposals: 30<sup>th</sup> Sep 2022 15:00PM EAT**

**I. ACCRONYMS**

SLA	-	Service Level Agreement
EOI	-	Expression of Interest
RAM	-	Random Access Memory
SSD	-	Solid State Drive
HDD	-	Hard Disk Drive
OEM	-	Original Equipment Manufacturer

## **II. Table of Contents**

<b>ACCRONYMS .....</b>	<b>2</b>
<b>1.0 INTRODUCTION.....</b>	<b>4</b>
<b>2.0 AIMS AND OBJECTIVES.....</b>	<b>4</b>
<b>3.0 SUBMISSION OF ENQUIRIES AND RESPONSES .....</b>	<b>5</b>
<b>4.0 EOI Requirements for the bidders.....</b>	<b>5</b>
<b>5.0 INSTRUCTIONS TO RESPONDENTS.....</b>	<b>6</b>
<b>6.0 NEXT STEPS .....</b>	<b>6</b>
<b>7.0 NOTE.....</b>	<b>7</b>
<b>Appendix 1: Information on staff and organization experience.....</b>	<b>8</b>

## 1.0 INTRODUCTION

---

Safaricom is a leading Technology and Telecommunications services provider in Kenya and has a steadily growing subscriber base. The company is continuously expanding and upgrading its systems and processes to meet the new identified needs of its customers. In line with Covid-19 Dynamics and the company policy that supports a digital way of working, the company is seeking a BCP Laptop provider to enable the company to meet the staff compute needs at demand.

For this purpose, Safaricom PLC is therefore seeking Expressions of Interest (EOI) from partners for supply/Lease of Laptops/Desktops as an Original Equipment manufacturer (OEM) or by associating with reputed Original Equipment manufacturer and therefore establish a business set up at the most competitive Price.

## 2.0 AIMS AND OBJECTIVES

---

This Expression of Interest (EOI) is intended to identify experienced and reputable service providers/OEM who will be invited to supply/Lease of Laptops and Desktops.

The interested companies who express interest to this supply MUST have demonstrable capacity and experience in supplying/Leasing of Laptops/desktops'. The Laptop/Desktops shall be of configuration utilized for various business purpose consisting of Intel/AMD Processors, Memory, Storage, Operating System etc. The required specifications MUST be met in line with the Global Industry standards. The specification of the preferred products is detailed in "**Workstations hardware requirements**", subject to change as per business requirements.

### 2.1 General Capabilities.

- 1) The bidder should be a reputed OEM or reputed authorized partner of the OEM of Laptop/PCs/ with a proven track record of this service provision for the last 5 years.
- 2) Bidder's willingness to support the requirements for the supply/manufacturing of Laptops/ Lease as per EOI terms and conditions.
- 3) The bidder should have valid certifications such as ISO 9001, Energy star, FCC, CE, ROHS, EPEAT etc. which should be shared and will form part of this EOI evaluation.
- 4) The bidder should be willing to supply the required Laptop/Desktops **demo units/Sample Units** to Safaricom within 30days or less of EOI publication for review, evaluation and demonstration purposes as part of this EOI.
- 5) The bidder should be willing to commence the supply of the required Laptop/Desktops items to Safaricom within 90 days of a firmed order.
- 6) The bidder should be willing to provide Device support and 3 years warranty assurance.

## 2.2 Workstations hardware requirements

1) For this, refer to the attached specifications sheet.



Workstations  
Specs.xlsx

## 3.0 SUBMISSION OF ENQUIRIES AND RESPONSES

All enquiries relating to this EOI and the final responses should be addressed to; [cnyakio@safaricom.co.ke](mailto:cnyakio@safaricom.co.ke) ; [RAMAYO@safaricom.co.ke](mailto:RAMAYO@safaricom.co.ke) ; copy to [bids@safaricom.co.ke](mailto:bids@safaricom.co.ke) on or before **26<sup>th</sup> Sep 2022**

## 4.0 EOI Requirements for the bidders

Category	Mandatory Requirements	Detailed Information
Company Information	Please share detailed information about your company	<ul style="list-style-type: none"> <li>Overall, Company profile clearly indicating business focus areas</li> <li>Certificate of incorporation/Registration certificate</li> <li>A list of branch locations</li> </ul>
Technical capability	Please provide details of your company's industry experience that demonstrate your company's depth and breadth of relevant industry experience operations to be provided	<ul style="list-style-type: none"> <li>The services offered and length of time the company has been in that business</li> <li>The departments and operating structure</li> <li>The specific details on technical capability and reference projects handled for Laptops supply.</li> <li>Demonstration of a support and response structure for technical support</li> </ul>
Existing partnerships	Please provide details of existing partnerships relevant to the scope of this EOI	<ul style="list-style-type: none"> <li>Provide manufacturer's authorization or dealer agreement</li> <li>Provide certified technical teams and demonstrate competency for deployment and support.</li> </ul>
Purchase terms	Details of a leasing option	<ul style="list-style-type: none"> <li>Provide the leasing options available for the various workstation's models listed.</li> <li>This should be provided for a period of 4years.</li> </ul>

## 5.0 INSTRUCTIONS TO RESPONDENTS

---

Below are instructions that responses to this EOI MUST adhere to;

1. Please provide all responses in standard file formats i.e. XLSs, DOC(X) and PDF.
2. Please NOTE that the receipt of a response shall not bind Safaricom into any contractual agreements with the vendor responding to this EOI. 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.
3. Please NOTE that any costs associated with the preparation and submission of the response to the EOI shall be borne by the vendor.
4. Please indicate if you intend to submit this bid as a joint venture/consortium or any other joint format and state the partner in this case.
5. Please submit your organization and staff experience information in the format provided in appendix 1 (Information on staff and organization experience) of this document.
6. Please share accompanying links to demos/documentation on the necessary technical descriptions of previous work undertaken of a similar nature.

## 6.0 NEXT STEPS

---

Once Safaricom PLC receives responses to this EOI on the closure date indicated, an Evaluation Committee will be constituted to evaluate the responses provided by the EOI respondents.

- The Evaluation Committee constituted shall evaluate all the responses to the EOI and including all supporting documents, links & 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 will 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 Aims and Objectives section will be shortlisted following successful presentation of their offering/solution proposal.
- Successful potential partner(s) will be notified accordingly.

Below is a summary of activities from when the EOI will be sent out to closure/contracting.

**NOTE;** These dates are tentative and any changes that deviate from the below will be communicated.

No.	Activity	Approximate Dates
1.	EOI sent out	22 <sup>nd</sup> Sep 2022
2.	EOI receipt	29 <sup>th</sup> Sep 2022
3.	EOI responses review and evaluation (Including sample testing)	30 <sup>th</sup> Sep 2022 - 26 <sup>th</sup> Oct 2022
7.	Tender Process	Nov/Dec 2022
9.	Evaluation, Award and Contracting	Jan 2023

## 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.

**8.0 Appendix 1: Information on staff and organization experience****Table 1: Please provide a list of your company's Key Technical Staff who will be on this project**

Name	Current Position	Years of Professional Experience

**Table 2: Please provide a list of your company's Relevant Project experience in the last two (2) years**

Project Description	Year of supply	Client	Supply Status