



SAFARICOM PLC

EXPRESSION OF INTEREST (EOI) - PROVISION OF OFFICE STATIONERY SUPPLIES

Document Release Date: 8th May 2023

Last Date for Receipt of Proposals: 18th May 2023

1. INTRODUCTION

Safaricom PLC is a leading telecommunications company offering a comprehensive range of integrated telecommunication services, including mobile and fixed Voice, SMS, Data, Internet, Mobile Money (M-PESA) and e-Commerce to over 30 million subscribers.

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.

2. BACKGROUND

This Expression of Interest (EOI) document is intended to lead to the identification of suppliers that can demonstrably having sufficient capacity and experience to supply office stationery in a manner that enables Safaricom to meet its expectations.

Safaricom is therefore soliciting from interested companies an Expression of Interest clearly demonstrating the following.

1. The profile of the company detailing the years of experience as prime service providers of Office Stationery, (Profile certificate of incorporation, and Tax compliance).
2. List of corporate clients, contact details, specific locations and years of service. (Recommendation letter to be attached).
Use the template below.

Name of Corporate Client	No. Years Service been Provided	Contact details,	Specific locations

3. Company Health and Safety policy, process, and procedures
4. Company environmental policy, process, and procedures
5. Valid operating Permits and licenses for various distribution outlets

3. Project Deliverables

The specific deliverables are listed below.

- Supply of requested office stationery to all Safaricom facilities through the in-house courier provider
- Consolidation of the received requested and delivery within Safaricom facilities countrywide.
- Maintenance of shredders and binders
- Manage the in-house store.
- Share monthly reports on stationery services.

4. 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 not **later than 18th May 2023 at 6:00 PM (Kenyan Time)**

5. NEXT STEPS

- Review of submitted Expressions of Interest
- Prequalification of shortlisted suppliers

NOTE:

- This is not a tender.
- Only the suppliers who provide the required 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 in, other than for the purpose of informing the bidders of the outcome of the process.