



**EXPRESSION OF INTEREST - PROVISION OF CATERING SERVICES**

**Document Release Date : 19<sup>th</sup> July 2017**

**Last Date for Receipt of Proposals : 2<sup>nd</sup> August 2017**

## 1. INTRODUCTION

Safaricom Limited is a leading telecommunications company offering a comprehensive range of integrated telecommunication services, including mobile and fixed Voice, SMS, Data, Internet and Mobile money (M-PESA) to over 25 million subscribers. Safaricom currently holds a market share of 69% and commands the widest mobile network coverage enabling it to maintain its position as the region's mobile market leader. 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.

As an employer of choice, Safaricom believes it is at its best when its employees are at theirs. Safaricom therefore strives to provide an exceptional and meaningful working environment by removing barriers so that employees can focus on the things they love, both inside and outside of work. Some of such benefits include the Provision of Catering Services to staff.

This document constitutes the formal Request for Expressions of Interest (EOI) for provision of cafeteria services at our office blocks based at westlands and Mlolongo and Eldoret.

## 2. AIMS AND OBJECTIVES

This Expression of Interest (EOI) document is intended to lead to the identification of suppliers that can demonstrably have sufficient capacity and experience to provide catering services 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 cafeteria services.
2. Current list of clients where similar services have been carried out and the number of people served in each of the outlets. Provide recommendation letters from the clients and contacts.
3. Provide evidence of compliance to NHIF, NSSF and WIBA
4. Vendor partnership if any i.e Raw material suppliers, banks etc

## 3. SCOPE OF SERVICES

The catering services process includes but not limited to ;

- Preparation of Food
- Weekly meal reports
- Daily cleaning of the kitchen and stores
- Collection of garbage and general cleaning
- Stocking of the raw foods, beverages, consumables, cutlery and crockery
- Inspection and Maintenance of kitchen equipment's and facility

### 1. Requirements for provision of catering services

- Business permit provided by the county government
- NEMA certificate-Garbage disposal
- Valid medical certificates for all staff engaged at the kitchen
- OSH-As provided in the OSH schedule
- Certificate of good conduct for all employees
- Food handling certificate

### 2. Responsibilities for suppliers;

The supplier will provide the following ;

- Cooking Gas
- Dish cloths and sponage
- Serving trolleys and serving trays
- Washing pastes (Axion),detergents (Jik), Scouring agents,
- Serviettes, Toothpicks, salt and pepper shakers,
- Kitchen cutlery and crockery
- Uniform for their staff-Hair nets,Closed shoes,Name tags,Blouse/shirt/skirt/trouser, Gumboots for cleaning stewards
- Menu display board
- Waste bins and waste collection bags
- Cooking pots (Sufuria's)
- Take away-Brown bags
- Food grade gloves-polygloves
- Cleaning Buckets and mops

#### **Responsibilities of Safaricom Limited**

- Safaricom will cater for:
  - ✓ Water
  - ✓ Electricity
- Safaricom will also provide kitchen equipment at the said premises. However, the supplier will be required to provide additional equipment if need be . Additionally, the supplier shall be expected to use and keep the equipment in good working order and maintain all the Kitchen equipment in their possession for the time they are on contract with Safaricom Ltd and hand them over as in good working condition.

#### **SUBMISSION OF RESPONSES**

Interested suppliers should submit their response to this EOI to [bids@safaricom.co.ke](mailto:bids@safaricom.co.ke) and copied to [bids@safaricom.co.ke](mailto:bids@safaricom.co.ke) **no later than 2<sup>nd</sup> August 2017 at 5:00 PM.**

#### **NEXT STEPS**

- Review of submitted Expressions of Interest
- Prequalification of shortlisted suppliers
- Issuing of tender to prequalified suppliers

#### **NOTE:**

- No prices should be provided with this EOI
- Only the suppliers who meet our minimum requirements will be considered for further discussions
- 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
- Safaricom and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this EOI