

Expression of Interest – Provision of Gym Management and Fitness Training Services

Document Release Date: 17th February 2022

Closing Date for Receipt of EOI: 24th February 2022, 1700Hrs

1. INTRODUCTION

Safaricom is the leading integrated communication services provider in Kenya and has a steadily growing subscriber base. The company operates fully fitted inhouse gym facilities complete with steam and sauna at its main offices. Currently, only one in Jambo Contact Centre (JCC) along Mombasa Road is operational following post-Covid closures. Safaricom intends to appoint a gym management service provider with the relevant skills and qualifications to oversee operations for the JCC inhouse gym and fitness training services to its staff.

2. AIMS AND OBJECTIVES

This Expression of Interest (EOI) document is intended to lead to the identification of experienced and reputable suppliers in the industry with demonstrable capacity and experience to provide these services in the best possible way and in a manner that enables Safaricom to meet its expectations.

Safaricom is therefore soliciting from interested companies their Expression of Interest clearly demonstrating the evidence that your company has the necessary technical know-how and capacity to undertake the services.

1. Expression of Interest Letter
2. Company profile detailing years of experience in the industry
3. Contact Information and Address of the principal place of business. Please attach location map/business permit/ work registration certificate
4. Details of your current workforce accompanied by CV's of key staff
5. Current list of clients where similar services have been provided, the period in service and scope of the services
6. Your company's OSH policy and any other company policies

Interested bidders should submit the above by email addressed to the attention of the Senior Manager Purchasing to pkiiuru@safaricom.co.ke and copied to bids@safaricom.co.ke on or before **Thursday, 24th February 2022, 1700Hrs.**

No prices should be provided with this EOI. Detailed technical proposals will be reviewed at the RFP stage.

3. SCOPE

If awarded the contract, the scope of this engagement shall be the **Provision of Gym Management and Fitness Training Services.**

The general scope for provision of Gym Management and Fitness Training services for Safaricom Headquarters and Jambo Call Centre Fitness Centers (fully fledged fitness centers) shall include but shall not be limited to:

- Providing access to the Fitness Facility to Safaricom Staff by ensuring only members who have subscribed for the services attend the same for purposes of physical fitness activities and in accordance to the guidelines provided by Safaricom.
- Design and promote fitness activities that will satisfy customer demands and help attract staff to the facilities to include but not limited to; individualized training program design and implementation, general body conditioning, aerobics training, body toning, cardio-respiratory training, flexibility training, injury rehabilitation, nutritional counseling, sports psychology, stress management, weight and fitness level evaluation.
- Teach and provide proper instructions on the safe and effective use of weight training and cardiovascular equipment to facility members.
- Carrying out health and safety checks on equipment and the facility in general and arranging cleaning schedules and policies of same in liaison with Safaricom' Facilities Department and provide monthly reports for the same.
- Oversee the Fitness Facility's front office administration which shall include but not limited to registration of clients attending the facility, by ensuring that only paid up clients attend the facility, providing the customers with the necessary accessories required to attend the Fitness Facility, operate the music system and visual aids and provide general information regarding the Fitness Facility activities.
- Provide in liaison with Property and Essential services department customers with toiletry/Jellies/soap supplies that may be deemed necessary and ensure that the same are properly cleaned and replaced where the case maybe.
- Provide a list of cleaning chemicals/materials to be use in the Steam, sauna and materials used to clean bathrooms, toilets, aerobics floors, general floors, wooden floors and walls.
- Provide a list /chemicals and disinfectants used for sanitization
- Sanitize and disinfect equipment and surfaces after each session
- Provide members with disinfectant for sanitization.
- Provide Safaricom Management with quarterly reports on staff fitness progress and levels.
- Maintain individual training reports/program for members who wish to have this service.
- Be innovative and continually seek to introduce new and innovative ways of administering and increasing the gym membership enrolment. A brief outline of this plan should also be attached to the RFP response.
- Provide gym members with provision of slippers, bath and face towels, fitting shower caps and ensure the same are professionally cleaned and replenished on time. Approximate number of (100 gym members per day).

4. NEXT STEPS

Upon completion and submission of your documentation, we will;

- ✓ Review of response to this Expressions of Interest against our requirements and shortlist
- ✓ Initiate prequalification to new suppliers
- ✓ Issue the tender to the shortlisted suppliers

NOTE:

- 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 application.
- Safaricom will verify the documents and information and proposals submitted and issue the main RFP (Tender) to all shortlisted bidders subject to a successful prequalification process.
- 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 informing the bidders of the outcome of the process.