



SAFARICOM PLC

P.O. BOX 66827 - 00800 WESTLANDS

NAIROBI, KENYA

TEL +254 722 000000

EXPRESION OF INTEREST (EOI)

**PROVISION OF PROJECT MANAGEMENT
CONSULTANCY SERVICES**

Document Release Date: Monday, 17th May 2021

Deadline for Receipt of Responses: Friday, 21st May 2021 at Noon EAT.

Introduction

Safaricom PLC is the leading mobile services and technology provider in Kenya and has a steadily growing subscriber base. Safaricom is continuously expanding and upgrading its systems and processes to meet the changing needs of its customers. To meet this objective Safaricom continuously seeks to partner with competent suppliers and service providers on various requirements. Safaricom Plc. intends to engage the services of competent and reputable firm to provide Project Management Consultancy services for a building project in Nairobi.

Scope

The primary duties of the Project Management firm will include:

- i. Coordinate the activities of the development consortium team from inception until hand over of the final project to Safaricom.
- ii. Supervise and coordinate the planning and implementation of the project activities, providing proposals and liaising with the Safaricom project team in developing workplans, procurement, consultancies, logistics, budgeting and disbursements.
- iii. Establish close collaboration and working arrangements with an interdisciplinary team composed of Safaricom working team, the project management team, and the developer project team.
- iv. Create liaison between the regulatory authorities, the development project team and Safaricom project team.
- v. Within Safaricom, liaise with the project manager to ensure good coordination and collaboration with the project coordinating team and the project working teams.
- vi. Monitor and supervise the execution of Safaricom activities as laid out in the schedule of responsibilities and providing technical support and general supervision of the Project teams. Inform the Safaricom project team of any problems and obstacles arising and potential risks that need attention as well as any asks for specific assistance;
- vii. Prepare the terms of reference and identify consultants/institutions to undertake Safaricom level assignments in accordance with the approved annual Work Plan, and submit required documentation to the Safaricom project team for approval;
- viii. Monitor and supervise the work of Safaricom appointed consultants, project team and other partners, facilitate meetings and, as far as possible, ensure the timely and responsive delivery of outputs and reports;
- ix. Provide support to The Safaricom project team and nominated consultants visiting/engaged in assignments, including preparing itineraries, appointments and liaising with the Safaricom representatives to assist with travel and other logistical arrangements;
- x. In consultation with the Safaricom project team and the developer project consultants determine dates, agendas, costs and participation for Safaricom workshops and exchange visits, and upon approval of these plans by The Safaricom

project teams, undertake the organization and conduct of the workshops and exchange visits;

- xi. Work in close collaboration with Safaricom project manager and Safaricom Project Steering Committee members providing them with periodical reports on the progress of project activities and issues arising; Maintain close contacts with partners and project teams, ensuring adequate communication of Safaricom activities to all stakeholders, and invite and encourage multi-stakeholder participation, in particular multidisciplinary internal functions, nominated consultants and contractors in Safaricom activities and consultations as appropriate;
- xii. Prepare a Project Work Plan for submission to the Safaricom project manager and updates on agreed periodic basis with explanations of any changes. The plan will comprise reviews of activities undertaken and/or completed over the last year, as well as proposals for Safaricom project activities to be conducted the following year (scope, specifications and timeframe and expected products)
- xiii. Assist with the tendering processes including running of the pre-tender site visit and meeting; drafting minutes of the meeting including responses to questions raised during the visit; analyzing the different technical and arithmetic tender proposals; drafting tender evaluation report.
- xiv. Monitor and control the quality of materials for construction by employing a competent clerk of works on site
- xv. Ensure that all health and safety requirements are complied with during the project execution. The project manager MUST have in their employ a competent and qualified HSE resource for this function
- xvi. Maintain close liaison with Safaricom and with other stakeholders as may be required for performance of services.
- xvii. Participate in joint meetings and site visits with Safaricom
- xviii. Aid on dispute resolution when it arises between two parties.
- xix. Ensure availability of as-built drawings and oversee submission of handover/closeout documentation at practical completion stage.
- xx. Review and monitoring of project risks in an ongoing basis, recommending mitigations and monitoring compliance by all project parties / consortium partners
- xxi. Vet/approve milestone deliverables
- xxii. Ensure project activities that require highly skilled supervision such as Environmental management, Health and Safety, Energy management etc. are managed through competent firms/consultants that have been selected with the involvement of Safaricom project team.

Expected Team Qualifications

The project management firm will fulfill the coordination tasks required by the terms of reference including all obligations related to design, supervision of works, arrangements for backstopping whenever needed and maintaining working contact with all stakeholders.

The project management firm should have a team or partner with specialists/ consultants with the following skillset:

- i. Project management with a formal Project Management standard or training, e.g. PMBOK, Prince 2, etc.
- ii. Architectural design
- iii. Interior Design
- iv. Landscape design
- v. Civil and Structural Engineering
- vi. Quantity Surveying or Construction Cost Consultant
- vii. Electrical Engineering – lighting, electrical and power design (may include structured cabling)
- viii. Mechanical Engineering – Plumbing, AIR Conditioning (may include sound engineering)
- ix. IT design – IT communication, IT technologies, IT systems, IT networks, cloud design & structured cabling design
- x. Audio-Visual engineering/Sound engineering or design
- xi. Security solution design both physical and IT solutions
- xii. Sustainability Expertise/Environmental designer

EOI Requirements

The EOI will lead to the identification of suitable prospective bidders for the RFQ for the Provision of Project Management Consultancy services.

Interested firms should provide the following information:

Index	Requirement	Required
A	Details of company registration details i.e. Profile, certificate of incorporation, HQ location, Tax Compliance Certificate, etc.	Show Stopper - Tax Compliance certificate If not provided, send a clarification.
B	Years of experience in offering this service	More than 7 years
C	Details of company professional certification and associations	Professional certificates from Board of Registration for Architects & Quantity Surveyors (BORAQS), Architectural Association of Kenya (AAK), The Engineers Board of Kenya (EBK), Institution of Construction Project Manager of Kenya or related certifications from International associations and bodies. (Related to the provided skillsets)
D	Details of previous projects carried-out by the firm in the last 7 years. Use the template below to provide the details. List all projects even the ones below Kes. 2 Billion.	At least for 5 projects worth Kes. 2 Billion and above in the last 7 years.
E	Any other relevant information.	

Use the template below.

Year	Project Name	Country	Estimated Project Value

Instructions to Respondents

- The EOI response must not include any prices or a commercial proposal.
- All responses should be provided in the table format above (copied to a MS Excel) and submitted in zipped format. Supporting documents should be in folders labeled index A to E. All the details should be zipped and sent on email as guided below.
 - If the file size is larger than 20MB, please share via Microsoft OneDrive. Please note that this shouldn't be via Google Drive or WeTransfer but MS OneDrive.
 - If the file is below 20MB, you can attach the details in the email response.
- Ensure all attachments are clearly labelled to easy referencing. Attachments should be in folders referencing index A to E as listed above.

Responses

All responses should be emailed to pgathura@safaricom.co.ke and copied to pkyengo@safaricom.co.ke not later than noon (EAT) on 21st May 2021.

Next Steps

Only the prospective bidders that meet the minimum evaluation and pre-qualification criteria will be considered in the competitive RFQ process.

Communication on success or failure in the EOI will be done after evaluation is completed.

Important 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 done, other than informing the bidders of the outcome of the process.

The receipt of a response shall not bind Safaricom to any contractual agreements with the prospective bidder. Such arrangements shall only come in place once a tender process has been completed and an award issued to a successful bidder after technical and commercial evaluation.

Any costs associated with the preparation and submission of the response to the EOI shall be borne by the EOI respondent.