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REQUEST FOR INFORMATION

Assets Disposal

Document Release Date: Monday, 2nd December 2019

**Deadline for Receipt of Response: Wednesday, 11th
December 2019 10 A.M (E.A.T)**



1. Introduction

Safaricom Plc is the leading integrated Communication services provider in Kenya and has a steadily growing subscriber base. This growth necessitates introduction of new technologies and decommissioning of obsolete technologies resulting in electronic and other associated wastes. Safaricom has committed to the sustainable development goal (SDG 12) of responsible consumption and production and has been a regional leader in environmental stewardship.

E-waste, which consists of inappropriately discarded electrical or electronic devices, is a growing problem. Only 20 per cent of global e-waste is recycled each year, leaving 40 million tonnes to be placed in landfills, burned or illegally traded. Much of it consists of hazardous materials such as Mercury, Cadmium and Sulphur. The consequence is a loss to the supply chain of valuable and critical raw materials, as well as serious health, environmental and societal issues. Due to the recognition that our operations have an impact on the environment, and that we must act in an environmentally responsible and sustainable manner, report our impact transparently, and mitigate our impact, Safaricom has been continuously improving its Asset Disposal process.

2. RFI Objective.

The principle objective of this Request for Information (RFI) is for Safaricom to receive information from experienced Partners that demonstrate capability, experience and expertise for end to end recycling and disposal of technology assets. Therefore, Safaricom Plc is looking for a strategic partner with capability to this RFI Objective.

Safaricom is therefore soliciting for Request for Information from interested companies clearly showing the following:

1. Years of experience as a provider for end to end recycling and disposal of technology assets
2. The principal place of business including your operations in Kenya
3. Bidders existing Asset Disposal facilities and locations
4. High level descriptions of recycling and disposal methods of ICT equipment of the categories below:
 - Radio Equipment
 - Core Equipment
 - Microwaves
 - Power Equipment and Boards
 - Data Storage, Servers and other IT equipment
 - Batteries
 - Towers
 - Other passive network equipment
 - Any other disposable material/objects associated with a Telco business
5. Countries where the bidder company provides these services.
6. List of clients where the services have been offered in the past five years with reference contact details. This should include scope, Total Values, volumes handled, multivendor capabilities, technologies



- (makes/models) handled, End to end costs responsibility matrix, revenue share models adopted; and Accountability & Reporting.
7. Buying price determination dependencies
 8. Bidders Asset tracking systems, how they are interfaced with client's systems and information that is open to the client.
 9. Three years audited accounts.
 10. Statutory documents / demonstration of willingness to acquire required statutory documents before project kick off. These statutory requirements include;
 - Evidence of up to date Environmental Impact Assessment (EIA) and Environmental Audits (EA) for Existing Recycling and Disposal Facilities.
 - Waste Recycling and Disposal License from National Environment Management Authority (NEMA) in Kenya
 11. High level description of proposed set up to provide services to Safaricom.
 12. Partnership ecosystems that partner is has used/currently using to deliver its services and any other potential partnerships engagement the partner can access in future to deliver similar services
 13. Sample SOW for the handled scope
 14. Sample Service Level Agreement (SLA) indicating collection timelines among other metrics
 15. Company profile detailing business focus areas.
 16. Any additional information that supports your capabilities in this scope.

3. RFI Scope

Safaricom is looking for a strategic partner to engage end to end recycling and disposal of its technology assets. Safaricom will classify equipment in the warehouse/Site as obsolete. The bidder, an approved equipment reseller and/or an e-waste recycler will be required to purchase and collect the equipment within agreed timelines

Safaricom collects data on waste management, therefore the bidder will be expected to share data to Safaricom on their operations in line with this disposal. The key area will be a description with evidence of how the waste was recycled or disposed of.

From time to time Safaricom will be requesting the bidder to collect and dispose the same. Information available on e-waste recycling and disposal is as below:

3.1 Safaricom's Year on Year Cumulative E-Waste Collected (Tonnes)



Fig: E-Wastes for non-network sources

3.2 Technology assets Disposal Sample Lists:

The disposal of equipment is done quarterly and include but is not limited to Radio Equipment, Core Equipment, Microwaves, Power Equipment and Boards, Data Storage and Servers, Batteries, Towers, Cables and other passive equipment

A sample previous quarterly disposal list is attached.



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issuance-updated 1 .p



Adobe Acrobat
Document

3. RFI Response Requirements

Interested suppliers should submit their responses to this RFI in soft copy addressed to mmmiriti@safaricom.co.ke and copied to PKyengo@safaricom.co.ke

Prospective suppliers should attach a separate excel document with specific responses to each of the requirements in the format below:

#	Requirement	Attachments & Comments
1	Years of experience as a provider for end to end recycling and disposal of technology assets	
2	The principal place of business including your operations in Kenya	
3	Bidders existing Asset Disposal facilities and locations	
4	High level descriptions of recycling and disposal methods of the categories below: <ul style="list-style-type: none"> • Radio Equipment • Core Equipment • Microwaves • Power Equipment and Boards • Data Storage, Server and any other IT equipment • Batteries • Towers • Other passive equipment • Any other disposable material/objects associated with a Telco business 	

#	Requirement contd	Attachments & Comments
5	Countries where the bidder company provides these services.	
6	List of clients where the services have been offered in the past five years with reference contact details. This should include scope, Total Values, volumes handled, multivendor capabilities, technologies (makes/models) handled, End to end costs responsibility matrix, revenue share models adopted; and Accountability & Reporting.	
7	Buying price determination dependencies	
8	Bidders Asset tracking systems, how they are interfaced with client's systems and information that is open to the client.	
9	Three years audited accounts.	
10	Statutory documents / demonstration of willingness to acquire required statutory documents before project kick off. These statutory requirements include; <ul style="list-style-type: none"> Evidence of up to date Environmental Impact Assessment(EIA) and Environmental Audits (EA) for Existing Recycling and Disposal Facilities. Waste Recycling and Disposal License from National Environment Management Authority (NEMA) in Kenya 	
11	High level description on proposed set up to provide services to Safaricom.	
12	Partnership ecosystems that partner is has used/currently using to deliver its services and any other potential partnerships engagement the partner can access in future to deliver similar services	
13	Sample SOW for the handled scope	
14	Sample Service Level Agreement (SLA) indicating collection timelines among other metrics	
15	Company profile detailing business focus areas.	
16	Any additional information that supports your capabilities in this scope.	



For **Response Requirement 6**, attach a document with the requested details in the format below for each job:

Item	Description
Project Name	
Brief description of deliverables/project scope	
Country	
Capacity (Tonnes)	
Recycling and Disposal Methods Used	
Project Cost	
Name of Client	
List of Reference Contacts of the client.	
Supporting Documentation e.g. LPO(s), contract(s) etc.	
Additional comments	

4. Confidentiality

The information submitted in response to this RFI will be treated in strict confidentiality and will be used strictly for benchmarking and future planning only.

5. Contract Terms

This RFI will not result in any contractual obligation between the respondent and Safaricom Ltd. The information submitted in response to this RFI will be used strictly for benchmarking and future planning only and will NOT result in any commercial commitments from either Safaricom or the supplier.

6. Enquiries

All enquiries regarding the RFI should be addressed to Mmmiriti@safaricom.co.ke and copied to PKyengo@safaricom.co.ke

7. Next Steps

- Review of submitted Request for Information.
- Prequalification of shortlisted suppliers.
- Issuing of tender to prequalified suppliers.
- Award to successful bidders.

NOTE

- 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 RFI. 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.

END