



EXPRESSION OF INTEREST- PROVISION OF OFFICE STATIONERY SUPPLIES

Document Release Date : 19th January 2022
Last Date for Receipt of Proposals : 26th January 2022 at 5:00 PM (Kenyan Time)

1. INTRODUCTION

Safaricom operates a vendor managed stationery store. The store is located at Safaricom HQ1. The vendor stocks all the stationery items required for the entire company and make deliveries to users for stationery items ordered by departments across the country through the approved courier service provider.

This document constitutes the formal Request for Expressions of Interest (EOI) for provision of office stationery supplies

2. BACKGROUND

This Expression of Interest (EOI) document is intended to lead to the identification of suppliers that can demonstrable having sufficient capacity and experience to supply office stationery in a manner that enables Safaricom to meets 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 and the availability of skilled and experience manpower.
- 2) Current list of clients where similar services have been carried out.
Use the template below;

Name of Corporate Client	No. Years Service been Provided

3. Project Deliverables

The specific deliverables are as 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
- Manage the in-house store

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 FMangala@Safaricom.co.ke and **later than 26th Jan 2022 at 5:00 PM (Kenyan Time)**

5. NEXT STEPS

- Review of submitted Expressions of Interest
- Prequalification of shortlisted suppliers
- Issuing of tender to prequalified 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 into, other than for the purpose of informing the bidders of the outcome of the process