



REQUEST FOR EXPRESSION OF INTEREST IN THE PROVISION OF TECHNICAL SET-UP (AUDIO & VISUAL) SERVICES FOR EVENTS

We are looking to engage the services of suitable companies with the capacity and experience to provide technical setup (audio & Visual equipment) for Safaricom's internal & external events and related experiential marketing activities.

The providers will be expected to liaise closely with Safaricom and other partners to successfully deliver technical setup for sound and visual services in line with approved event plans for Safaricom Ethiopia. These events will include the execution of in-person and hybrid (in-person + digital) event engagements.

SCOPE OF WORK

- Provision (hiring) of audio-visual services including equipment rentals and technical setup for events, and live streaming events.
- Provision (hiring) of visual event equipment including LED and Daylight Panel screens, projectors, and LED / OLED Screens that will be used for varied event plans. This includes relevant digital mixers to integrate screen equipment and manage content, as well as clickers for event presentations.
- Provision (hiring) of relevant sound equipment including but not limited to microphones (cordless, podium/goosenecks, and lapel mics), indoor and outdoor speakers, sound systems, and audio mixers for use at in-person and hybrid events.
- Provision (hiring) of high definition (1080p and above) camera equipment and digital mixers to be used at hybrid / live-streamed events
- Event production including staging, graphics, and design services. Work closely with Safaricom's Event Agency(ies) to bring to life approved event plans and concepts, in accordance with brand guidelines.
- Provision of backup generators for events to provide power independently of the main electricity supply for all technical equipment on the ground and other experiential spaces as per the approved event plan
- Post Event reporting and documentation

EOI REQUIREMENTS

If you are interested and capable of providing this scope of Provision of Audio-Visual Equipment & Technical Set Up Services for Safaricom Ethiopia Events, please send your expression of interest with the following:

1. Expression of Interest letter duly dated, signed and stamped.
2. Proposal clearly showing the following: -
 - a) Firm's detailed company profile containing (but not limited to); Number of years in operation, Client portfolio, list of company directors, and the suite of services/equipment offered.
 - b) Within the scope mentioned above, a List of previous clients/events where your organization has carried out Services in the past three years (list at least three and give a brief description of each key project)
 - c) Provide at least three (3) reference letters from clients where your firm has provided work in the past three years.
 - d) Provide details of your firm's professional codes of practice, as the applicable procedures that you undertake to guarantee delivery, integrity, confidentiality, and security.
 - e) Provide details of presence in Ethiopia

SUBMISSION OF RESPONSES

Interested suppliers should submit their response to the following email address: brand.bids@safaricom.et no later than Friday, 31st March 2023- 5:00 pm (GMT+3).

- All submissions to email must be less than 20MB, and if larger should be shared on a Google link/drive.

NEXT STEPS

Once the responses are received, the process will follow the steps below:

- Review of Expression of Interest Submissions.
- Prequalification of shortlisted suppliers.
- Issuing of tender to shortlisted prequalified suppliers.

NOTE

Safaricom Telecommunication Ethiopia 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 will be final and no correspondence will be engaged in, other than to inform the bidders of the outcome of the process. Safaricom Ethiopia 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.