

## EXPRESSION OF INTEREST (EOI) FOR BACKGROUND CHECK SERVICES

Safaricom Telecommunications Ethiopia PLC always seeks to employ professionals with the right qualifications and above all high integrity. To achieve this, we look to work with Ethiopian companies that can provide complementary capabilities and services.

Accordingly, we seek to engage suitable partners who can provide Pre-Employment Screening Services within the Talent Acquisition department. Such services are required by Safaricom as this is part of the employment process.

The scope of service will seek to verify and validate the candidate's documentation; the vendor will be tasked with the mandate of verifying documents, which include but are not limited to Curriculum Vitae, certificate of good conduct, integrity checks with the Federal Police, and validation of educational certificates. The scope elements are articulated below:

1. Validation of National Identification, confirmation of address, and contact details.
2. Confirmation and validation of educational background.
3. Confirmation of previous employment and referees.
4. Verification of criminal records.

A detailed scope of work will be part of the final RFP to be provided to qualifying firms selected from this EOI.

### EOI REQUIREMENTS

Interested and capable service providers, who have the relevant authorizations, certifications, qualified manpower, and overall capability may submit their Expression of Interest by providing a complete set of information and documents as listed below:

#	Item Description
1	Legal company registration in Ethiopia. Provide evidence of such registration including Registration certificate, Business License, TIN Certificate, and Memorandum of Association.
2	Registration with relevant authorities to provide such services, and general proof that you have the necessary regulatory approvals to provide such services in Ethiopia.
3	At least two suitable client references for the provision of similar services in the Ethiopian Market
4	Confirmation whether the contracting partner will provide the services directly or will work with sub-contractors, If the latter option, please provide the details (copies of registration certificates, business license, and TIN certificates) of the sub-contractors you will work with.
5	Names and summary CVs of your company's (or sub-contractors) key personnel to demonstrate the capability to carry out the work.
6	Demonstrate access to various equipment and machinery needed to carry out the services.
7	Provided details of the Bidder's physical premises within Ethiopia and contact details.
8	Audited Financial Statements for the past three consecutive financial years.

### SUBMISSION OF RESPONSES

Interested suppliers should submit their response by e-mail to the following email addresses: [bids@safaricom.et](mailto:bids@safaricom.et), [ETRecruitment@safaricom.et](mailto:ETRecruitment@safaricom.et) **no later than Friday, 27<sup>th</sup> May 2022 at 5:00 pm (GMT+3).**

Please put the title of the e-mail submission as "Background Check Services"

- o **All submissions to email should be less than 20MB, and if larger should be shared on a google drive link.**

### NEXT STEPS

Once the responses are received the further process will follow the steps below

- Review of submitted Expressions of Interest.
- Prequalification of shortlisted suppliers
- Issuing of tender to prequalified suppliers

### NOTE

- Only the suppliers who meet our minimum requirements will be considered for further discussions.
- No prices should be provided with this EOI.
- The receipt of 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.

### 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 made will be final and no correspondence will be engaged in, other than for informing 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.