



## EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF THE STORAGE, RETRIEVAL, AND SCANNING OF DOCUMENTS

Safaricom Ethiopia is seeking the services of a supplier who will be able to deliver the storage, retrieval, and scanning of documents. We thus seek to engage suitable partners who can provide the following services in terms of document management:

### SERVICES REQUIRED:

- Documents will be packed and indexed by the supplier in standard storage boxes or files supplied by the supplier
- Agrees and undertakes that it will not pack or store flammable items in the storage boxes or any items other than standard paper documentation and/or electronic media
- Agrees and undertakes that it will not store nor convert any documentation and or other items that of which may be held or could be held to be contrary to any legislation, authority, by-law, common law, regulations, etc. In the event that the Supplier should learn that such items or documents stored by the customer are unlawful, or may become unlawful, the Supplier shall then be entitled to take all reasonable measures and steps that may be necessary to comply with any such aforementioned laws
- Agrees and undertakes that it will abide by all reasonable procedures, requirements, and stipulations of the Supplier relating to the packing, depositing, and retrieving of any documents and or electronic media stored
- Ensure that all documents, boxes, and other items supplied by the customer to be stored at the suppliers' premises are reasonably protected against the risk of fire and damage by any other means and take reasonable precautions against the damage and destruction of the documents
- Allow Safaricom Ethiopia, subject to compliance with reasonable security arrangements stipulated by the Supplier to have reasonable access to items stored by the customer on normal business days and during normal business hours
- Ensure that it stores documents archived in standard archive boxes until such time it is requested for destruction or expiry of the contract.
- Ensure that documents are retrieved from the boxes in storage as and when requested by Safaricom Ethiopia in writing by an authorized official. This would entail the Supplier will have the physical document delivered or emailed electronically depending on Safaricom Ethiopia's requirements.
- Ensure that all documents delivered to the Supplier will be electronically scanned by the Supplier for retrieval by Safaricom Ethiopia as and when needed.
- Ensure that documents are collected from Safaricom premises at predetermined and agreed-upon time frames

### EOI REQUIREMENTS

Interested and capable service providers may submit their Expression of Interest by providing the information and documents listed below:

- At least two suitable client references (preferably telecommunication) for the provision of similar services in the Ethiopian Market
- Confirmation whether a contracting partner will provide the services directly or will work with sub-contractors, If the latter option, please share the details of the sub-contractors you will work with
- Proof that you have the necessary regulatory approvals to provide such services in Ethiopia
- Provide a company profile outlining the capabilities and services you deliver
- Duly Completed statement of compliance (fully compliant/ partially compliant and non-compliance) to each of the below-listed requirements.

### STATEMENT OF COMPLIANCE

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#	Item Description
A	Legal company Registration In Ethiopia
B	Registration with relevant authorities to deliver the service
C	A minimum of 3 -5 years' experience in delivering the services required
D	Demonstrate the experience of the CORE team in delivering the services required
E	Demonstrate the relevant experience in the services required and with whom
F	Details of the location of your premises within Ethiopia and also contact details
G	Past consecutive 3 years of audited financial statements

### SUBMISSION OF RESPONSES

Interested suppliers should submit their response to the following email addresses: [bids@safaricom.et](mailto:bids@safaricom.et), **no later than Friday, 25<sup>th</sup> November 2022 at 5:00 pm (GMT+3)**.

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

### 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 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.

### 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 into, 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.