



REQUEST FOR PROPOSAL

POLO SHIRTS

SECTION A: Background

Cytonn Investments is an independent investments management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to global and local institutional investors, individual high net-worth investors, and diaspora investors interested in the East-African region.

Our investments are in real estate and private equity. Real estate investments are made through our development affiliate, Cytonn Real Estate, where we currently have over Kshs. 82 billion (USD 820 mn) of projects under mandate across ten projects. In private equity, we invest in banking, insurance, education, hospitality and technology. Our financial services investments in Sub Saharan Africa are made through our Cytonn Financial Services Fund (CFSF) through which we are the 6th largest shareholder in NIC Bank in Kenya. Investments in education and hospitality are made through Cytonn Education Services and Cytonn Hospitality, respectively.

SECTION B: Objectives & Specifications

The successful vendor will be required to Supply Branded Corporate Polo Shirts as per the specifications below:

Requirements	
Color	<ol style="list-style-type: none"> 1.Cytonn Green (Pantone attached) 2.Collar & Arm Hem in Black(Mock up attached)
Logo	<ol style="list-style-type: none"> 1.Direct embroidery in white on left breast side 2.Kenyan Flag direct embroidery
Quantity	1,000
Fabric	100% honey comb cotton
Weight	220 gram per square meter
Property	<ol style="list-style-type: none"> 1.Can be washed without affecting properties 2.Re-inforced stitching with fabric taping on all critical seams 3.Double dyed for full color and mercerized 4.Period of Delivery-1-2 weeks

SECTION C: Financial Proposal

In preparing the financial proposal, vendors are expected to consider all costs of producing branded corporate shirts as per specifications in section B

The service providers shall express their price in Kenya Shillings, while those in percentage shall be applicable in Kenya Shillings as well.

The Proposals must remain valid for 90 days after the submission date. During this period, the vendor is expected to keep available the professional staff proposed for the assignment. The Client will complete negotiations during this period.

SECTION D: Agreement

The service providers selected to provide the above-referenced services will be expected to enter into a frame work agreement before commencement of works

SECTION E: Rejection of Proposals

Cytonn Investments Management Plc reserves the right to reject all of the responses received as a result of this RFP. Cytonn Investments Management Plc does not intend to award a contract solely based on responses to this RFP or otherwise pay for the information solicited or obtained in response to this RFP.

SECTION F: Completeness of The Submitted Proposal

The proposal shall address all items completely and thoroughly, and shall be signed by an officer of the firm authorized to bind the vendor to its provisions.

SECTION G: Acceptance of RFP Content

Cytonn Investments Management Plc will review the Proposals and, based upon an evaluation of the following criteria:

Item No	Evaluation Criteria Item	Requirement
A	Administrative Compliance	<p>The following compulsory statutory documents:</p> <ul style="list-style-type: none"> • Certificate of incorporation/ registration • Business Permit • VAT certificate • KRA PIN Certificate • Tax Compliance Certificate • CR12 • Registered office Physical location (show proof of residence)
B	Functionality	<p>Capacity</p> <ul style="list-style-type: none"> • Experience in the printing of polo shirt with the same specs (attach previous and current clients reference letter/ Award letters/ LPO's at least 5) • The financial sustainability of Bidder (Attach Audited Financial Statement – Last 4 years) <p>Sample</p> <ul style="list-style-type: none"> • Provide at least 3 samples of Polo's of the same specifications highlighted above.
C	Financial Proposal	<ul style="list-style-type: none"> • Bidder's prices demonstrate an economically advantageous position for Cytonn Investments should be Valid for 90days
D	Delivery Timelines	<ul style="list-style-type: none"> • Indicate period to deliver the service (Delivery expected to be 1 - 2 weeks after sample approval.
E	Payments Terms	<ul style="list-style-type: none"> • Indicate whether you accept 30days Credit Period

SECTION H: Responses

To be considered, a copy of the proposal must be submitted to Cytonn Investments Management Plc addressed to procurement@cytonn.com on or before 4th July 2018

Timelines

Item	Expected Date
Samples	4 th July 2018, 5.00pm
Quotation	4 th July 2018, 5.00pm
Technical Submissions	4 th July 2018, 5.00pm
Delivery	1 – 2 Weeks after approval of Sample

SECTION I: Non-Collusion

It is understood that you/your firm understand that the business discussions between yourself, ourselves and our Client may contain sensitive and proprietary information and which shall need to be kept confidential at all times, other than where; the information is or becomes public knowledge (without fault of the Party concerned); or if and to the extent that information is required to be disclosed by a Party to a regulatory or governmental authority or otherwise by law (in which case that Party shall keep the other Party informed of such disclosure). This obligation is not limited in time, and shall continue even after these business discussions cease to exist. In addition, each Party shall use all reasonable efforts to ensure that its employees, agents and representatives (and those of its Affiliates) comply with these confidentiality obligations.

Polo: Male



Front



Back

Polo: Female



Front



Back



Cytonn Investments

Pantone Colors





PANTONE 568 C

R G B
0 107 90

C M Y K
93 35 69 22



PANTONE 367 C

R G B
164 213 93

C M Y K
40 0 81 0



Cytos
INVESTMENTS