

#### **PRE-QUALIFICATION NOTICE - 2018/2019**

Cytom Investments is an investment and real estate company, primarily focused on offering alternative investment solutions to global institutional investors, individual high net-worth investors, local institutional investors and diaspora investors interested in the East-African region. Our investments are in real estate, banking, education and hospitality. We are in the process of updating our register of suppliers for goods, works and services. Interested and eligible suppliers are invited to apply indicating the category of goods, works or services that they wish to supply to Cytonn as listed below. This applies to both existing and prospective suppliers.

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C107031Sinyl Basind Pacebook Makeisä, Bischen, Ma Bag, Basind T-Statu, Uster Isa, Natiota and Marinerace of Danold Spagnag Factor, Isade Ganaga, Mada Spagnag, Maka Barding and Factors and Spagnag Maka Barding and Marinerace of Danold Makasa, Sinks and Chainer, Compart Hadan Sonks and Hort Compart Access and Spagnag Makasa Barding and Marinerace of Danold Makasa, Sinks and Chainer, Compart Hadan Sonks and Mariner and Chainer Mariner, Sinks and Chainer, Sonks and Mariner, Sonks and Sonks an	CYT/02/18	Supply of General/Customised Office Stationeries
CY0249Singly Islation and Marinement of Banded Sprager, Wander, Band Sprager,		
CYT0596Sequiry Fundamentaria and ExaminationCYT0596Sequiry Installation and Maximumer of Offect Wirksom, Softwar and other Computer AccessionCYT07071Sequiry Installation and Maximumer of Offect Wirksom, Softwar and CarlarisCYT07071Sequiry Danking Water and MacDingsomesCYT07071Sequiry CarlarisaCYT07071Sequiry Carlarisa </td <td></td> <td></td>		
CY10601     Supply instantors and Maintenance of Ontipue Hindows, Software and other Computer Accessories       CY107081     Supply instantors and Maintenance of Other Windows, Blinds and Curtans       CY107081     Supply and Maintenance of Files/Bring Esignment and File Suppression Systems       CY107081     Supply and Maintenance of Files/Bring Esignment and File Suppression Systems       CY107081     Supply instantion and Maintenance of Files/Bring Esignment / Kostews, PLBS, Koree etc)       CY107081     Supply of Laboratis and Maintenance of Files/Bring Files/Bring/Bring Stackores, PLBS, Koree etc)       CY107081     Supply of Laboratis and Maintenance of Files/Bring/Br		
CY10701     Supply headed on and Matterance of Office Windows, Binds, and Curains       CY107084     Supply and Matterance of Fileiphang Explorement and File Suppression Systems       CY107084     Supply and Matterance of Fileiphang Explorement and File Suppression Systems       CY107084     Supply headeding and Matterance of Fileiphang Explorement and File Suppression Systems       CY107084     Supply headeding and Matterance of Fileiphang Resonance. State scill       CY107084     Supply headeding and Matterance of Fileiphang Resonance. State scill       CY107084     Supply of Uteraba And Kalenance of Explorement Fileiphang. Access Cardial scill       CY107084     Supply of Aduat heamanon Systems       CY107084     Supply of Subtem Reserver, Networks, Suppl Strans, Suppl		
CY0091     Supply of Meeting Weer and Weer Dependent       CY0091     Supply and Matterance of Findiging Egapment and Fire Suppression Systems       CY0701     Supply and Matterance of Poort Back Up Systems (EPS), Intertars and Poort Sublices       CY0701     Supply Intellation and Matterance of Toesphore (Fields may Devense) (CYU Surveillance, Access Correl and       CY0701     Supply of Matterance of Toesphore Fields, Microawie, Kette ets)       CY0701     Supply of Matterance of Elevator Supports       CY0701     Supply of Meetineses (Soff and Head and Supports       CY0701     Supply of Meetineses (Soff and Head and Supports       CY0701     Supply of Meetineses (Soff and Head and Supports       CY0701     Supply of Supports       CY07021     Supply o		
CYT0091         Sopy and Maintenance of Perlagiong Engineent and Per Suppression Systems           CYT0091         Sophy and Maintenance of Peopr Bock Up Systems (JPS), Investors and Peopr Eductars           CYT0091         Sophy and Maintenance of Peopr Bock Up Systems (JPS), Investors and Peopr Eductars           CYT07091         Sophy of Maintenance of Telepointer Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance of Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance Sophy Engineent Fridge, Moreowerk, Ketter etg)           CYT07091         Sophy of Maintenance Sophy Engineent Fridge, Moreowerk, Sophy Engineent Fridge, Moreowerk, Sophy Engineent Fridge, Moreowerk, Sophy Engineent, Fridge, Moreowerk, Sophy Engineent, Fridge, Moreowerk, Sophy Engineent, Fridge, Moreowerk, Sophy Engintenand Engineent Fridge, Moreowerk, Sophy Engineent, Fr		
Ortflohit         Function of the Design of Links of		
CYT7018         Spaply, itsaliation and Manterance of Elisphone/Telecommunication Equipment Routers, NREX Faces etcl           CYT7018         Spaply, itsaliation and Manterance of IT Security Devices (CTV Somellince, Access Cottrol etc)           CYT7018         Spaply of Linenits and Kdomin Epidemit Fridge, Microwave, Katle etc)           CYT7018         Spaply of Linenits and Kdomin Epidemit Fridge, Microwave, Katle etc)           CYT7018         Spaply of Machine and Manterance of Endpoint Security           CYT7018         Spaply of Machine and Manterance of Endpoint Security           CYT7018         Spaply of Machine and Manterance of Endpoint Security           CYT7018         Spaply of Machine and Manterance of Endpoint Security           CYT7018         Spaply of Machine and Manterance of Endpoint Security           CYT7018         Spaply of Machine and Manterance of Endpoint Security           CYT7018         Spaply of Machine and Manterance Of Endpoint Security           CYT7018         Spaply of Machine BMA Segures, Too Looks, Tools etc)           CYT7018         Spaply of Dasin and March Security Devices, Tools etc)           CYT72018         Spaply of Machine Davies Dave Edemonse, Bubs etc)           CYT72018         Spaply of Cost StrUCES           CYT72018         Provision of Tructure Dave Edemonse, Spaten including Manterance           CYT72018         Provision of Macro Construction Works, Repart Martition Syst		
CY1020         Supply, Installation and Maritemance of If Security Devices, ICCTV Surveillance. Access: Control etc)           CY1030         Supply of Usersils and Nichen Equipment [Hidge, Moreaver, Metle etc]           CY1030         Supply of Maritemanico Systems           CY1030         Supply of Metreshmont Systems           CY1030         Supply of Metreshmont Systems           CY1030         Supply of Metreshmont Systems           CY1030         Supply of Metreshmonts Systems           CY1030         Supply of Metreshmonts Systems           CY10300         Supply of Metreshmonts Systems           CY10300         Supply of Metreshmonts Systems           CY10300         Supply of Metreshmonts Systems           CY10301         Supply of Metreshmonts Systems           CY10302         Supply of Metreshmonts Systems           CY10301         Supply of Metreshmonts Systems           CY10301         Supply of Metreshmonts Systems           CY172018         Supply of Metreshmonts System Systems           CY172018         Supply of Metreshmonts Systems           CY172018         Supply of Metreshmonts System Systems           CY172018         Supply of Metreshmonts System System System System System System           CY172018         Provision of Structured Cabling Woris           CY172018 <td< td=""><td></td><td></td></td<>		
Cr/1738         Supply of Unesits and Kitchen Equipment Fridge, Microwave, Kuttle etg)           Cr/17488         Supply of Audit Information Systems           Cr/17581         Supply of Meets and Michen Equipment Socially           Cr/17681         Supply of Meets and Michen Equipment Socially           Cr/17681         Supply of Meets and Michen Equipment Socially           Cr/17681         Supply of Meets and Subjey Social Exercise (Social Social		
CYTM18         Supply of Audit Information Systems           CYTM58         Supply, Instalation and Maintenance of Endpoint Security           CYTM58         Supply of Referentments (Soft and Hard drink)           CYTM58         Supply of Referentments (Soft and Hard drink)           CYTM58         Supply of Neurophysics           CYTM58         Supply of Neurophysics           CYTM58         Supply of Consumables (Mills, Supple, Fac. Cofflee, Bread, Caller, Fruits etc.)           CYT2048         Supply of Toletienss (Tisture, Kitchine Towels, Servicties, Stop Depenser, Sentizer, Tissue Depenser, United Screeners, Self-diagneming)           CYT2048         Supply of Toletienss (Tisture, Kitchine Towels, Servicties, Stop Depenser, Sentizer, Tissue Depenser, United Screeners, Self-diagneming)           CYT2048         Supply of Casting Materials Magazines, Tools books. Tools etc)           CYT2048         Supply of Gas and Fuel Cards           CYT2048         Supply of Gas and Fuel Cards           CYT2048         Provision of Suctured Cashing Werks           CYT2049         Provision of Suctured Cashing Werks           CYT2048         Provision of Field Assets Management Solution           CYT2049         Provision of Suctured Cashing Werks (Furithmen, Electrical Equipment etc.)           CYT2049         Provision of Suctured Cashing Werks (Furithmen, Electrical Equipment etc.)           CYT2049		
CYT758         Subple Installation and Maintenance of Endpoint Security           CYT768         Supply of Marcine and Emergency Services (Durgs, Antolance Services etc)           CYT788         Supply of Marcine and Emergency Services (Durgs, Antolance Services etc)           CYT788         Supply of Consumables (Mik, Sugar, Tex, Coffee, Bead, Cake, Fruits etc)           CYT798         Supply of Consumables (Mik, Sugar, Tex, Coffee, Bead, Cake, Fruits etc)           CYT208         Supply of Electronics (Relevison, Power Extension, Bubts etc)           CYT21728         Supply of Electronics (Relevison, Power Extension, Bubts etc)           CYT228         Supply of Electronics (Relevison, Power Extension, Bubts etc)           CYT2188         Supply of Electronics (Relevison, Power Extension, Bubts etc)           CYT2284         Supply of Electronics (Relevison, Power Extension, Bubts etc)           CYT2184         Supply of Electronics (Relevison, Power Extension, Bubts etc)           CYT2184         Povision of Sincuteric Cabling Works           CYT2184         Povision of Sincuteric Cabling Works           CYT2184         Povision of Micro Constanctors Works, Repairs, Partitioning and Povision of Office FLOA Services           CYT2184         Povision of Micro Constanctors Works, Repairs, Partitioning and Povision of Office FLOA Services           CYT2184         Povision of Micro Extension Samply Services (Cer Here, Tasis, Buses, Ali Trevel etc)		
CYTADS         Supply of Refeatments (Soft and Hard drinks)           CYTADS         Supply of Medicine and Emergency Services (Drugs, Ambulance Services etc)           CYTADS         Supply of Crassmable (Mk, Sugs, Tex, Coffee, Bead, Cake, Fruits etc)           CYTADS         Supply of Crassmable (Mk, Sugs, Tex, Coffee, Bead, Cake, Fruits etc)           CYTADS         Supply of Leming Meterials (Magazines, Text books, Took etc)           CYTADS         Supply of Leming Meterials (Magazines, Text books, Took etc)           CYTADS         Supply of Leming Meterials (Magazines, Text books, Took etc)           CYTADS         Supply of Clearing Meterials (Magazines, Text books, Took etc)           CYTADS         Supply of Clearing Meterials (Magazines, Text books, Took etc)           CYTADS         Supply of Clearing Morks           CYTADS         Supply of Clearing Morks           CYTADS         Provision of Structured Cabling Works           CYTADS         Provision of Air Conditioning and Mervisical Equipement etc)           CYTADS         Provision of Air Conditioning and Stratary Services           CYTADS         Provision of Clearing and Stratary Services and Transport Services (Car Hree, Taxis, Buase, Air Taxeel etc)           CYTADS         Provision of Repair and Maintenance Services of Company Vehicles           CYTADS         Provision of Services (Company Vehicles           CYTADS <td< td=""><td></td><td></td></td<>		
V171738         Supply of Medicine and Emergency Services (Drugs, Ambulance Services et)           V171788         Supply of Newspapers           V171788         Supply of Consumbles (Mk Sugar Tex, Coffee, Bread, Cake, Fruits et)           V171788         Supply of Inderins (Tissues, Kitchen Towels, Serviettes, Scap Depense, Sanitzer, Tissue Dispenset, Unial Screens, Self dispensing Todat Servy)           V171788         Supply of Electronics (Fleevision, Power Extensions, Bubs et)           V171278         Supply of Electronics (Fleevision, Power Extensions, Bubs et)           V171278         Supply of Electronics (Fleevision, Power Extensions, Bubs et)           V171278         Supply of Electronics (Fleevision, Power Extensions, Bubs et)           V171278         Supply of Cas and Fuel Cards           V171278         Provision of Structured Cabling Warks           V171278         Provision of Structured Cabling Warks           V171278         Provision of Fleevision, Repairs, Partitioning and Provision of Office FLOL Services           V171278         Provision of All Conditioning and Mechanical Veritiation System including Maintenance           V171278         Provision of Office Cleaning and Santary Services           V171278         Provision of Office Cleaning and Santary Services (Car Hre, Tasis, Buses, Ar Travel etc)           V171278         Provision of Cleaning and Services of Company Vehicles           V171278 <td< td=""><td></td><td></td></td<>		
CYT/18/18         Supply of Newspapers           CYT/18/18         Supply of Consumables MMs, Sugar, Tex, Coffee, Bread, Cake, Fruits etc)           CYT/20/18         Supply of Tolerines (Tissues, Kitchen Towels, Serviceties, Soap Dispenser, Sanitzer, Tissue Dispenser, Urinal Screens, Self dispensing           CYT/20/18         Supply of Electronics (Television, Power Extensions, Bubs etc)           CYT/20/18         Supply of Gas and Fuel Cards           CYT/20/18         Supply of Gas and Fuel Cards           CYT/20/18         PROVISION OF SERVICES           CYT/20/18         Provision of Structured Cabling Works           CYT/20/18         Provision of Structured Cabling Works           CYT/20/18         Provision of Structured Cabling Works           CYT/20/18         Provision of Minor Construction Works, Repains, Partitioning and Provision of Office Fit Out Services           CYT/20/18         Provision of Minor Repair Works (Furniture, Electrical Equipment etc)           CYT/20/18         Provision of Office Ceaning and Sanitary Services           CYT/20/18         Provision of Genering and Sanitary Services           CYT/20/18         Provision of Genering and Powerding Services of Company Vehicles           CYT/20/18         Provision of Genering and Powerding Services (Car Hire, Taus, Buses, Air Tawel etc)           CYT/20/18         Provision of Genering and Powerding Services (Car Hire, Taus, Buses, Air Tawel etc)		
Cr/17/08         Forward of the second o		
CYT2018         Supply of Tolletties (Tissues, Kitchen Towels, Serviceties, Soap Dispensier, Sanitizer, Tissue Dispensier, Uninal Screens, Self-dispensing)           CYT2018         Supply of Learning Materials (Magazines, Text books, Tools etc)           CYT2018         Supply of Gas and Fuel Carlos           CYT2018         Supply of Gas and Fuel Carlos           CYT2018         Supply of Gas and Fuel Carlos           CYT2018         Supply of Sol Corners (Television, Power Extensions, Bubbs etc)           CYT2018         Supply of Gas and Fuel Carlos           CYT2018         Provision Of Suctured Cabling Works           CYT2018         Provision of Suctured Cabling Works           CYT2018         Provision of Allor Construction Works, Repairs, Partitioning and Provision of Office FIt Out Services           CYT2018         Provision of Allor Construction Works, Repairs, Partitioning and Maintenance           CYT2018         Provision of Allor Construction Works, Repairs, Partitioning and Provision of Office FIt Out Services           CYT2018         Provision of Office Cleaning and Sanitary Services           CYT2018         Provision of Cleaning and Sanitary Services (Carl Hire, Toacs, Buses, All Towel etc)           CYT2018         Provision of Event Works (Services)           CYT2018         Provision of Event Maintenance Services of Company Vehicles           CYT2018         Provision of Event Maintenance Services of Compan		
Ciritation         Tolet Spray           Ciritation         Supply of Learning Materials (Magazines, Text books, Tools etc)           Ciritation         Supply of Electronics (Television, Power Extensions, Bubbs etc)           Ciritation         Supply of Gas and Fuel Cards           Ciritation         PROVISION OF SERVICES           Ciritation         Provision of Structured Cabling Works           Ciritation         Provision of Structured Cabling Works           Ciritation         Provision of Fixed Assets Management Solution           Ciritation         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit out Services           Ciritation         Provision of All Conditioning and Mechanical Ventilation System including Maintenance           Ciritation         Provision of All Conditioning and Sentary Services           Ciritation         Provision of Office Cleaning and Sentary Services (Car Hite, Taxis, Buses, Air Tavel etc)           Ciritation         Provision of Cleaning and Forwarding Services and Transpot Services (Car Hite, Taxis, Buses, Air Tavel etc)           Ciritation         Provision of Repair and Maintenance Services of Company Vehicles           Ciritation         Provision of Insurance and Pension Services           Ciritation         Provision of Communication, Adverstising and Creative Agency Services           Ciritation         Provision of Communication, Adverstising a		
CYT2218         Supply of Electronics (Television, Power Extensions, Bubs etc)           CYT2218         Supply of Gas and Fuel Cards           PROVISION OF SERVICES         Provision of Structured Cabling Works           CYT2218         Provision of Structured Cabling Works           CYT2218         Provision of Structured Cabling Works           CYT2518         Provision of Fixed Assets Management Solution           CYT2218         Provision of Fixed Assets Management Solution           CYT2218         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT2218         Provision of Air Conditioning and Mechanical Ventilation System including Maintenance           CYT2218         Provision of Office Cleaning and Sanitary Services           CYT2318         Provision of Office Cleaning and Sanitary Services (Car Hire, Taxis, Buses, Air Tavel etc)           CYT2318         Provision of Cleaning and Services of Company Vehicles           CYT3318         Provision of Repair and Maintenance Services of Company Vehicles           CYT3318         Provision of Immigation and Pesi Control Services           CYT3318         Provision of Communication, Adverstisting and Creative Agency Services           CYT3318         Provision of Clearing Services (Protography, Videography, Sound, Decor, Taam Bulking Facilitators, Dj edc)           CYT3318         Provision of Event Management Se		Toilet Spray)
CYT 23/8         Supply of Gas and Fuel Cards           CYT 23/8         Supply of Gas and Fuel Cards           CYT 24/8         PROVISION OF SERVICES           CYT 25/78         Provision of Structured Cabling Works           CYT 25/78         Provision of Fixed Assets Management Solution           CYT 25/78         Provision of Fixed Assets Management Solution           CYT 25/78         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Sorvices           CYT 22/78         Provision of Minor Construction Works, Repairs, Partitioning Maintenance           CYT 22/78         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Sorvices           CYT 22/78         Provision of Minor Construction Works, Furniture, Electrical Equipement etc)           CYT 22/78         Provision of Ilece Cleaning and Sanitary Services and Trinsport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT 23/78         Provision of Clearing and Services and Trinsport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT 23/78         Provision of Security Guard Services           CYT 23/78         Provision of Security Guard Services           CYT 23/78         Provision of Communication, Adversising and Creative Agency Services           CYT 23/78         Provision of Event Management Services (Photography, Vubicography, Sound, Decor, Team Building Facilitators, Dj etc)		
PROVISION OF SERVICES           CYT124/18         Provision of Structured Cabling Works           CYT125/18         Provision of Structured Cabling Works           CYT125/18         Provision of Ninor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT125/18         Provision of Almor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT127/18         Provision of Almor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT127/18         Provision of Almor Censtruction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT128/18         Provision of Almor Repair Works (Furniture, Electrical Equipment etc)           CYT129/18         Provision of Clearing and Sanitary Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT129/18         Provision of Clearing and Sanitary Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT129/18         Provision of Clearing and Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT129/18         Provision of Insurance and Pension Services           CYT139/18         Provision of Insurance and Pension Services           CYT139/18         Provision of Communication, Adversiting and Creative Agency Services           CYT139/18         Provision of Centering Services           CYT139/18 <t< td=""><td>CYT/22/18</td><td></td></t<>	CYT/22/18	
CYT2248         Provision of Structured Cabling Works           CYT25478         Provision of Fixed Assets Management Solution           CYT25478         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT25778         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT2778         Provision of Alico Additioning and Mechanical Ventilation System including Maintenance           CYT2778         Provision of Office Cleaning and Santary Services           CYT73078         Provision of Cleaning and Santary Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT73078         Provision of Cleaning and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT73078         Provision of Security Guard Services           CYT73078         Provision of Repair and Maintenance Services of Company Vehicles           CYT73078         Provision of Insurance and Pension Services           CYT73078         Provision of Insurance and Pension Services           CYT73078         Provision of Insurance and Pension Services (Services Services)           CYT73078         Provision of Clearing Services (Percutiment, Coaching, OSH, Public Relations, Surver, Tax, Gorvemance, Risk and Audit, IT etc)           CYT73078         Provision of Clearing Services           CYT73078         Provision of Cle	CYT/23/18	Supply of Gas and Fuel Cards
CYT25/I8         Provision of Fixed Assets Management Solution           CYT25/I8         Provision of Fixed Assets Management Solution           CYT26/I8         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT27/I8         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT27/I8         Provision of Minor Repair Works (Furniture, Electical Equipement etc)           CYT29/I8         Provision of Cleaning and Santary Services           CYT20/I8         Provision of Cleaning and Santary Services and Transport Services (Car Hire, Taxis, Buses, Air Tavel etc)           CYT32/I8         Provision of Cleaning and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Tavel etc)           CYT32/I8         Provision of Repair and Maintenance Services of Company Vehicles           CYT73/I8         Provision of Fumigation and Pest Control Services           CYT32/I8         Provision of Communication, Adverstising and Creative Agency Services           CYT32/I8         Provision of Communication, Adverstising and Creative Agency Services           CYT32/I8         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, D etc)           CYT32/I8         Provision of Cartracking Services           CYT32/I8         Provision of Cartracking Services           CYT32/I8         Provi		PROVISION OF SERVICES
CYT/26/78         Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services           CYT/27/78         Provision of Air Conditioning and Mechanical Ventilation System including Maintenance           CYT/28/78         Provision of Minor Repair Works (Furniture, Electrical Equipement etc)           CYT/29/78         Provision of Office Cleaning and Sanitary Services           CYT/29/78         Provision of Clearing and Sanitary Services           CYT/20/78         Provision of Clearing and Sanitary Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT/30/78         Provision of Clearing and Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT/32/78         Provision of Security Guard Services           CYT/32/78         Provision of Repair and Maintenance Services of Company Vehicles           CYT/32/78         Provision of Insurance and Pension Services           CYT/36/78         Provision of Communication, Adverstising and Creative Agency Services           CYT/37/78         Training and Consultary Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvernance, Risk and Audit, T etc)           CYT/37/78         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/37/78         Provision of Catering Services           CYT/37/78         Provision of Catering Services	CYT/24/18	Provision of Structured Cabling Works
CYT/27/8         Provision of Air Conditioning and Mechanical Ventilation System including Maintenance           CYT/22/18         Provision of Minor Repair Works (Furniture, Electrical Equipement etc)           CYT/22/18         Provision of Office Cleaning and Sanitary Services           CYT/30/18         Provision of Leased Printers, Copiers and Printer Consumables           CYT/30/18         Provision of Cleaning and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Tavel etc)           CYT/31/18         Provision of Security Guard Services           CYT/32/18         Provision of Repair and Maintenance Services of Company Vehicles           CYT/34/18         Provision of Furnigation and Pest Control Services           CYT/34/18         Provision of Communication, Adversitsing and Creative Agency Services           CYT/37/18         Provision of Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvernance, Risk and Audil, IT etc)           CYT/37/18         Provision of Cartracking Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/30/18         Provision of Cartracking Services         Provision Cartracking Services           CYT/40/18         Provision of Cartracking Services         Provision Cartracking Services           CYT/40/18         Provision of Cartracking Services         Provision Cartracking Services           CYT/40/18         Provision of Media Monitoring Service	CYT/25/18	Provision of Fixed Assets Management Solution
CYT/28//8         Provision of Minor Repair Works (Furniture, Electrical Equipement etc)           CYT/29//8         Provision of Office Cleaning and Sanitary Services           CYT/30//8         Provision of Cleaning and Sanitary Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT/30//8         Provision of Cleaning and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT/32//8         Provision of Security Guard Services           CYT/32//8         Provision of Repair and Maintenance Services of Company Vehicles           CYT/32//8         Provision of Funigation and Pest Control Services           CYT/32//8         Provision of Funigation and Pest Control Services           CYT/35//8         Provision of Insurance and Pension Services           CYT/35//8         Provision of Communication, Adverstising and Creative Agency Services           CYT/37//8         Provision of Communication, Adverstising and Creative Agency Services           CYT/37//8         Provision of Car Tracking Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/40//8         Provision of Car Tracking Services           CYT/40//8         Provision of Car Tracking Services           CYT/41//8         Provision of Hotel Accommodation Services           CYT/42//8         Provision of Digital Marketing Services	CYT/26/18	Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services
CCCYT/29/18Provision of Office Cleaning and Santary ServicesCYT/30/18Provision of Leased Printers, Copiers and Printer ConsumablesCYT/30/18Provision of Cleaning and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)CYT/32/18Provision of Cleaning and Forwarding Services of Company VehiclesCYT/32/18Provision of Repair and Maintenance Services of Company VehiclesCYT/33/18Provision of Fumigation and Pest Control ServicesCYT/35/18Provision of Fumigation and Pest Control ServicesCYT/35/18Provision of Insurance and Pension ServicesCYT/36/18Provision of Communication, Adverstising and Creative Agency ServicesCYT/37/18Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvemance, Risk and Audit, IT etc)CYT/39/18Provision of Catering ServicesCYT/40/18Provision of Catering ServicesCYT/40/18Provision of Catering ServicesCYT/41/18Provision of Huel Accommodation ServicesCYT/41/18Provision of Huel Accommodation ServicesCYT/41/18Provision of Lotel Accommodation ServicesCYT/41/18Provision of Digital Marketing ServicesCYT/43/18Provision of Digital Marketing ServicesCYT/43/18Provision of Digital Marketing Services	CYT/27/18	Provision of Air Conditioning and Mechanical Ventilation System including Maintenance
CYT/30/18         Provision of Leased Printers, Copiers and Printer Consumables           CYT/30/18         Provision of Clearing and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)           CYT/32/18         Provision of Security Guard Services           CYT/32/18         Provision of Repair and Maintenance Services of Company Vehicles           CYT/32/18         Provision of Repair and Maintenance Services of Company Vehicles           CYT/32/18         Provision of Fumigation and Pest Control Services           CYT/35/18         Provision of Insurance and Pension Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/37/18         Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvemance, Risk and Audit, IT etc)           CYT/38/18         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/39/18         Provision of Catering Services           CYT/40/18         Provision of Catering Services           CYT/41/18         Provision of Hotel Accommodation Services           CYT/42/18         Provision of Digital Marketing Services	CYT/28/18	Provision of Minor Repair Works (Furniture, Electrical Equipement etc)
CCCYT/31/8Provision of Clearing and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)CYT/32/18Provision of Security Guard ServicesCYT/33/18Provision of Repair and Maintenance Services of Company VehiclesCYT/34/18Provision of Fumigation and Pest Control ServicesCYT/35/18Provision of Insurance and Pension ServicesCYT/36/18Provision of Communication, Adverstising and Creative Agency ServicesCYT/36/18Provision of Communication, Adverstising and Creative Agency ServicesCYT/36/18Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)CYT/39/18Provision of Catering ServicesCYT/40/18Provision of Catering ServicesCYT/41/18Provision of Hotel Accommodation ServicesCYT/42/18Provision of Hotel Accommodation ServicesCYT/43/18Provision of Digital Marketing Services	CYT/29/18	Provision of Office Cleaning and Sanitary Services
CYT/32/18         Provision of Repair and Maintenance Services of Company Vehicles           CYT/33/18         Provision of Repair and Maintenance Services of Company Vehicles           CYT/34/18         Provision of Funigation and Pest Control Services           CYT/35/18         Provision of Funigation and Pest Control Services           CYT/35/18         Provision of Insurance and Pension Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/36/18         Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvernance, Risk and Audit, IT etc)           CYT/38/18         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/39/18         Provision of Catering Services           CYT/40/18         Provision of Catering Services           CYT/41/18         Provision of Hotel Accommodation Services           CYT/42/18         Provision of Idjetal Marketing Services	CYT/30/18	Provision of Leased Printers, Copiers and Printer Consumables
CYT/33/18         Provision of Repair and Maintenance Services of Company Vehicles           CYT/34/18         Provision of Fumigation and Pest Control Services           CYT/34/18         Provision of Insurance and Pension Services           CYT/35/18         Provision of Insurance and Pension Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/37/18         Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvennance, Risk and Audit, IT etc)           CYT/38/18         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/39/18         Provision of Catering Services           CYT/40/18         Provision of Catering Services           CYT/41/18         Provision of Hotel Accommodation Services           CYT/42/18         Provision of Digital Marketing Services	CYT/31/18	Provision of Clearing and Forwarding Services and Transport Services (Car Hire, Taxis, Buses, Air Travel etc)
CYT/34/18         Provision of Funigation and Pest Control Services           CYT/35/18         Provision of Insurance and Pension Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/37/18         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/38/18         Provision of Catering Services           CYT/40/18         Provision of Catering Services           CYT/41/18         Provision of Hotel Accommodation Services           CYT/42/18         Provision of Digital Marketing Services	CYT/32/18	Provision of Security Guard Services
CYT/35/18         Frovision of Insurance and Pension Services           CYT/35/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/36/18         Provision of Communication, Adverstising and Creative Agency Services           CYT/36/18         Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvernance, Risk and Audit, IT etc)           CYT/38/18         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/39/18         Provision of Catering Services           CYT/40/18         Provision of Catering Services           CYT/40/18         Provision of Media Monitoring Services           CYT/42/18         Provision of Hotel Accommodation Services           CYT/32/18         Provision of Digital Marketing Services	CYT/33/18	Provision of Repair and Maintenance Services of Company Vehicles
CYT/36/18         Provision of Communication, Adversitising and Creative Agency Services           CYT/36/18         Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvernance, Risk and Audit, IT etc.)           CYT/36/18         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc.)           CYT/39/18         Provision of Catering Services           CYT/40/18         Provision of Catering Services           CYT/41/18         Provision of Media Monitoring Services           CYT/42/18         Provision of Hotel Accommodation Services           CYT/43/18         Provision of Digital Marketing Services	CYT/34/18	Provision of Fumigation and Pest Control Services
CYT/37/B         Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvemance, Risk and Audit, IT etc)           CYT/37/B         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/39/I8         Provision of Catering Services           CYT/39/I8         Provision of Catering Services           CYT/40/I8         Provision of Cat riacking Services           CYT/41/I8         Provision of Media Monitoring Services           CYT/42/I8         Provision of Ideal Accommodation Services           CYT/43/I8         Provision of Digital Marketing Services	CYT/35/18	Provision of Insurance and Pension Services
CYT/38/I8         Provision of Event Management Services (Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)           CYT/39/I8         Provision of Catering Services           CYT/40/I8         Provision of Cat Tracking Services           CYT/40/I8         Provision of Media Monitoring Services           CYT/41/I8         Provision of Hotel Accommodation Services           CYT/43/I8         Provision of Digital Marketing Services	CYT/36/18	Provision of Communication, Adverstising and Creative Agency Services
CYT/39/18     Provision of Catering Services       CYT/40/18     Provision of Cat Tracking Services       CYT/41/18     Provision of Media Monitoring Services       CYT/42/18     Provision of Hotel Accommodation Services       CYT/43/18     Provision of Digital Marketing Services	CYT/37/18	Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Gorvernance, Risk and Audit, IT etc)
CYT/40/I8     Provision of Car Tracking Services       CYT/41/18     Provision of Media Monitoring Services       CYT/42/I8     Provision of Hotel Accommodation Services       CYT/43/I8     Provision of Digital Marketing Services	CYT/38/18	Provision of Event Management Services ( Photography, Videography, Sound, Decor, Team Building Facilitators, Dj etc)
CYT/41/18     Provision of Media Monitoring Services       CYT/42/18     Provision of Hotel Accommodation Services       CYT/43/18     Provision of Digital Marketing Services	CYT/39/18	Provision of Catering Services
CYT/42/18     Provision of Hotel Accommodation Services       CYT/43/18     Provision of Digital Marketing Services	CYT/40/18	Provision of Car Tracking Services
CYT/43/18 Provision of Digital Marketing Services	CYT/41/18	Provision of Media Monitoring Services
	CYT/42/18	Provision of Hotel Accommodation Services
CYT/44/18 Provision of Internet, MPLS and E1 Line Services	CYT/43/18	Provision of Digital Marketing Services
	CYT/44/18	Provision of Internet, MPLS and E1 Line Services

Pre-qualification documents are available on the website **www.cytonn.com**. Interested Suppliers are required to make a non-refundable payment of KES 3,000 per category payable to **Account No. 01901263911710 - Cytonn Investments Management Limited I&M Bank OR through Paybill 354666 - Account No. Your business name.** The proof of payment **MUST** be attached to the pre-qualification document.

Completed tender documents should be sent to prequalification@cytonn.com

The tender closes on 8<sup>th</sup> August, 2018 at 2.00pm. Applications received after the deadline will be rejected.

The Company reserves the right to accept or reject any application without giving reasons thereof. All official correspondence will have as one of its recepients **prequalification@cytonn.com** for transparency of the process.

NB: In case you have any concerns with the pre-qualification process, please send us the information through our website on www.cytonn.com/whistle-blower



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 info@cytonn.com
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# PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

#### IMPORTANT NOTES TO SUPPLIERS

- a) The purpose of this document is to assist Cytonn Investments Management Plc in the identification and evaluation of potential suppliers, and to update the current register of suppliers for various goods, services and works. The prequalified suppliers may subsequently be invited to quote / tender for the categories in a competitive and efficient manner.
- b) This pre-qualification does not amount to any contractual obligation on the part of Cytonn Investments Management Plc and the company is not obliged to invite any tenders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
- c) Cytonn Investments Management Plc has the right to invite open tenders for goods, works or services in any of the categories as and when required in line with the company's policy.
- d) Suppliers are encouraged to provide all information requested in the form; evaluation and qualification shall be based on the extent of information and attachments provided.
- e) Cytonn Investments Management Plc reserves the right to authenticate information provided herein without reverting to the participants.
- f) Cytonn Investments Management Plc reserves the right to accept or reject any application without assigning any reasons for the decision.
- g) The pre-qualification applies to both existing and potential/new suppliers.

#### **IMPORTANT GUIDELINES**

In view of the above, outlined below are the integrity guidelines that shall be required to be observed in the completion of this questionnaire and in the subsequent supply of goods services and works for the year 2018/2019 to Cytonn Investments Management Plc (the Company).

#### **Code of Ethics and Conflict of Interest**

#### **Conflicts of Interest.**

A Conflict of Interest may arise when a party, enters into or considers a transaction or arrangement, which provides an economic benefit to an Interested Person or Interested corporate Entity (as defined below), whether directly or indirectly. For this purpose, economic benefit includes fees for the performance of services and other forms of compensation (including but not limited to salary, commissions, bonuses, deferred compensation and insurance benefits) ("Economic Benefit"). Indirect economic benefits include those that are provided through an entity assisted by the Company.

A Conflict of interest arises through the use and possible exploitation of information, position or opportunities by an Interested Person or Entity

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# PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

The presence of a potential Conflict of Interest does not preclude the Company from entering into the transaction or arrangement, provided the Conflict is disclosed at the earliest opportunity and in any case within seventy-two (72) hours.

If the Conflict is disclosed and the procurement committee, determine that the transaction is fair and reasonable to the Company, and does not result in any personal economic benefit to the Interested Person or Entity, the procurement committee may approve such transaction with an Interested Person or Entity.

#### (For declaration of any Conflict of Interest, kindly complete section 27(F) of the form)

#### Anti-bribery policy

The Company upholds all laws relevant to countering bribery and corruption and in particular, the Bribery Act, 2016 in respect of which all employees and associated persons as defined therein are required to act with utmost honesty and integrity.

No employee or associated person shall offer, pay, promise or authorize, any payment or give financial or other advantage, to any person, either directly or indirectly to

- a) Facilitate, expedite or reward a routine or other procedure
- b) To secure an improper business advantage or to reward a business advantage already given;
- c) Circumvent or cause non-enforcement of laws or regulations applicable to the Company;
- d) Cause the person to misuse their position; or
- e) To engage in any activity that might lead to breach of this clause.

Similarly, no employee or associated person shall request, agree to receive or receive a financial or other advantage intending that, in consequence, a relevant function or activity will be performed whether by that person receiving the bribe or by another person.

No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Company.

#### The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of the Company who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee of the Company who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

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# PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

#### **Related Party Policy**

- a) **Related Party Transaction (RPT)** means where (a) Cytonn Investments Management Plc or any of its subsidiaries is a participant; and/or (b) any Related Person has or will have a direct or indirect material interest;
- b) A **Related Person** is any Director of the Company; any Staff Member of the Company; any nominee for any director or staff member; any shareholder of the Company; and/or any Immediate Family Member of any such person.

**Related persons** shall be classified as follows:

(a) A person or a close member of that person's family is related to Cytonn Investments if that person,

- i) has control or joint control over the entity;
- ii) has significant influence over the entity; or
- iii) is a member of the key management personnel of the entity or of a parent of the entity.
- iv) Is a parent, sibling, cousin, child of any key management of Cytonn Investments

(b) An entity is related to Cytonn Investments if any of the following conditions applies:

- i) The entity and Cytonn are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
- ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
- iii) Both entities are joint ventures of the same third party.
- iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
- v) The entity is a post-employment defined benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
- vi) The entity is controlled or jointly controlled by a person identified in (a).
- vii) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).
- viii) The entity, or any member of a group of which it is a part, provides key management personnel services to the reporting entity or to the parent of the reporting entity.

The Policy requires that any transactions with related parties be made on terms equivalent to those that prevail in an arm's length transactions. Any party that is a Related Party, thereby making the supply of any good, service or works a potential Related Party Transaction, shall be required to make a disclosure to the Procurement Committee prior to the commencement of the procurement process, in writing.

(For declaration of any a Related Party Transaction, kindly complete section 27(F) of the form)

(Disclaimer! The information submitted with respect to Related Party Transactions is only for the Company's use and shall not in any manner impact the evaluation process)

### Page 4 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

<u>One application form can **ONLY** be used to apply for **ONE** category of goods/service/works)</u>

- 1. CATEGORY NO: \_\_\_\_\_
- 2. ITEM DESCRIPTION: \_\_\_\_\_
- 3. COMPANY SLIP REFERENCE NO.: \_\_\_\_\_

A non-refundable fee of Kshs. 3,000/- is required, **per category** applied for, and which should be deposited to Cytonn Investments Management Plc to the account specified below.

Account Name: Cytonn Investments Management Limited Account Number: 01901263911710 Bank: I&M Bank Riverside or through Paybill 354666 – Account No. Your business name

The proof of payment **MUST** be attached to each application form submitted. **NB. Any prequalification document submitted without the proof of payment will be rejected.** 

Duly completed prequalification document must be submitted electronically through prequalification@cytonn.com

The closing date for the submission of the application will be 8<sup>th</sup> August 2018

NB: Please note that the Company is not bound to accept any application at all or give reasons for such rejection.

## Page 5 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

#### **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Category No: CYT/ /17

## SECTION A: BACKGROUND INFORMATION

TO BE COMPLETED IN FULL BY THE SUPPLIER			Official Use Only
1	Business Name		
	Physical Location of Business Premises	Town:	
2	(Notethatavisittoyouroffice may be made to confirm information provided, as part of the evaluation)	Street: Building: Floor:	
3	Postal Address		
4	Principle Contacts	Name/Position Landline: Mobile: Email	
5	Organization Type	(Example:Limited,SoleProprietor,Partnership, e.t.c)Indicate applicable:	
6	Telephone Numbers (for the Organisation)	Landline:	
7	Website Address		

# Page 6 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

8	Names of the Proprietor / Directors or Partners and their Qualifications- Indicate any post registration experience & qualifications	<ol> <li>1) Qualification:</li> <li>2) Qualification:</li> <li>3 Qualification:</li> <li>4) Qualification:</li> </ol>	
9	Geographical Area of Operations (TickAreasyouareoperating from)	<ul> <li>Nairobi Region</li> <li>Western Region</li> <li>Nyanza Region</li> <li>Rift Valley Region</li> <li>Coast Region</li> <li>Central Region</li> </ul>	
10	Company Registration No.:		
11	Date of Registration		
12	Duration of Business Operations		
13	Years of Service to Cytonn Investments Management Plc(if applicable)		
14	Brief Description of goods offered/Services/Works Offered(e.g AC, Cleaning, Promotional Materials)		
15	Total Work Force		
16	Listthe insurance covers in place and their Kes. values. e.g WIBA, Professional Indemnity etc)		

# Page 7 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

SECTIONB: - FINANCIALSTATUS					
	Company Name				
17	Company Details	Account Name			
1/		Branch Name			
		Account Number:			
	Company				
18	Relationship				
	Manager(Na				
	me &				
	Contact)				
	Bank				
	Account:				
19	Account				
	Name, Bank				
	and Account				
	Number				
20.		Balance Sheet & P& L			
		2015	2016	2017	Official Use
					Only
Total	Assets				
Total	Liabilities				

# SECTIONB: - FINANCIALSTATUS

Total Revenues / Sales

Profit/(Loss) After Taxes

**Total Expenses** 

# Page 8 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

				Official Use Only
21	List of Curre	ent Clientele (Maximum 5 sta	arting with largest)	
	i) Complete	d		
	Client	Projecttitle/Supplies	Duration/Period	
	ii) <b>Ongoing</b>			
	Client	Projecttitle/Supplies	Duration/Period	
	area your fir LPO's, Awara	tems must be related and relev m is seeking prequalification in. l letters or any other approved doo testing to the same)	Attach copies of	
22		actdetailsfor3refereesforprev rorthesametothe one applied f		
		be contacted without further re		
		vestments one of your referees? provide 2 other referees, if No,		
	1. Organisa	tion:		
				Official Stamp/Sign
	Contact			
	Name:			
	Position:			
	Telephone No	):		
	Email Address			

# SECTIONC: - SUPPLY HISTORY & REFERENCES

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2. Organisation:	
Contact	Official Stamp <b>/sign</b>
Name:	
Position:	
Telephone No:	
Email Address:	
2. Organisation:	
	Official Stamp/Sign
Contact	
Name:	
Position:	
Telephone No:	
Email Address:	
<b>NB:</b> Inaddition to the above, you are required to attach copies of LPOs, approved document from each of the above referee showing worl	-

# 23. SECTION D: BUSINESS PROBITY & LITIGATION HISTORY

		Official Use Only
	State if the company is a	
i	subject of bankruptcy	
	proceedings	
	Enumerateanypast	
ii	litigation and	
	arbitration incidences	
	encounteredbythe	
	firmsinthe	
	last three years	

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## SECTION E: TECHNICAL & PROFESSIONAL COMPETENCIES

		Official Use Only
24	Proof of professionalism, accreditation- <i>Provide</i>	
	aListand attach copies	
25	For Professional & Technical Services, provide brief summary of the qualifications of KEY Management and Technical	
	Personnel	

# **SECTION F: MANAGEMENT POLICIES**

	CHONT: MANAGLINENT POLICIES	Official Use Only
	<ul><li>i) Does the firm have an <b>Employment Policy</b>? (YES/NO)</li></ul>	,
2 6	<ul> <li>If NO, explain how employee screening and/or background checks are done</li> <li>ii) Does the firm havea(CodeofConduct)</li> <li>iii) Does the firm subscribe to a professional body with a code of conduct?</li> <li>iv) How does the firm ensure integrity of its employees?</li> <li>v) Does the firm have an(Employee Training Program?</li> </ul>	
27	This section is designed to identify and disclose known conflicts in an effort to	
	properly manage them. Please give details	
	of any conflict of interest that may exist	
	between the supplier and the Company.	
	Are you or a member of your immediate	
	family an officer, director, trustee, partner	
	(general or limited), employee or regularly retained consultant of any company, firm or	
	organization that presently has business	
	dealings with the company and its affiliates	
	or which might reasonably be expected to	
	have business dealings with Cytonn in the coming year?	
	(Yes/No) <b>If yes, please give details</b>	
	Do you or does any member of your	

# Page 11 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

1	immediate family have a financial or	
	personal interest in an entity in which	
	Cytonn Investments Management Plc has a	
	financial or other vested interest in?	
	(Yes/No) If yes, please give details	
	Have you or an immediate family member	
	accepted gifts, gratuities, lodging, dining, or	
	entertainment that might reasonably	
	appear to influence your judgment or	
	actions concerning the business of the	
	Company?	
	(Yes/No) If yes, please give details	
	Are you related to any parties in the	
	Company? (Yes/No)	
	Do you declare not to infringe the	
	Company's anti bribery policy?	
	(Yes / No)	
	Social and Environmental Policy	
	i) Do you have an Environmental Policy in	
2	place?	
8	ii) What Corporate Social Responsibilities	
	doesthefirm engage in?	
	Provide following (Mandatory)	
	1. Certificate of	
	Incorporation/Registration	
	2. Business Permit	
	3. PIN & VATcertificate	
	<ol><li>TAX Compliance Certificate</li></ol>	
	<ol> <li>TAX Compliance Certificate</li> <li>CR 12</li> </ol>	
	5. CR 12	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> <li>7. Current Reference Letters (2016 &amp;</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> <li>7. Current Reference Letters (2016 &amp; 2017)</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> <li>7. Current Reference Letters (2016 &amp; 2017)</li> <li>8. Company Profile with an Organization</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> <li>7. Current Reference Letters (2016 &amp; 2017)</li> <li>8. Company Profile with an Organization Structure</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> <li>7. Current Reference Letters (2016 &amp; 2017)</li> <li>8. Company Profile with an Organization</li> </ol>	
2	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> </ol>	
29	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Othersmandatory, as applicable to</u></li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may</li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of</li> </ol>	
	<ol> <li>5. CR 12</li> <li>6. Copies of Current 6month period Company Statements</li> <li>7. Current Reference Letters (2016 &amp; 2017)</li> <li>8. Company Profile with an Organization Structure</li> <li>9. Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of goods/services/works provided and</li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of goods/services/works provided and should be batched together after</li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of goods/services/works provided and should be batched together after mandatory documents above.</li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of goods/services/works provided and should be batched together after</li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of goods/services/works provided and should be batched together after mandatory documents above.</li> <li>Copies of LPO's or Award Letters</li> </ol>	
	<ol> <li>CR 12</li> <li>Copies of Current 6month period Company Statements</li> <li>Current Reference Letters (2016 &amp; 2017)</li> <li>Company Profile with an Organization Structure</li> <li>Deposit slip for Ksh. 2000.00</li> <li><u>Others mandatory, as applicable to</u> your area of specialization-These may be scored depending on nature of goods/services/works provided and should be batched together after mandatory documents above.</li> </ol>	

Real Estate

## Page 12 of 10 PREQUALIFICATION QUESTIONNAIRE FOR GOODS, SERVICES & WORKS YEAR 2018-19

or Statutory body, where	
applicable	
e.g Food and Hygiene Certifica	ition,
Ministry of Roads & Public W	orks,
NEMA etc	
11. Product Dealership License	/
Partnership/ Authorization L	etter
from OEM (where applicable)	
12. Practicing Certificate (where applicable)	2
13. Memberships, where applicab	le .e. <i>g.</i>
Institution of Surveyors of Ke	enya 🛛
(ISK), Kenya Companyers	
Association (KBA), IATA, etc	
14. Training Certificates from OEI	VIs
for technical teams	
15. Copies of any other	
Accreditations, Awards et	c

# **SECTION G: DECLARATION**

I, the undersigned, certify that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible.

Name:
Signature:
Designation:
Date:
Organization Stamp/Seal(where
applicable)