

PRE-QUALIFICATION NOTICE - 2018/2019

Cytonn 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.

CATEGORY REF	CATEGORY DESCRIPTION
	SUPPLY OF GOODS
CYT/01/18	Supply of Printed Stationery (Letter Heads, Envelopes, Rubber Stamps etc)
CYT/02/18	Supply of General/Customised Office Stationeries
CYT/03/18	Supply of Branded Promotional Materials (Brochures, Banners, Mail Bags, Branded T-Shirts, Umbrellas, Notebooks etc)
CYT/04/18	Supply, Installation and Maintenance of Branded Signages (Fascias, Under Canopy, Road Signage, Vehicle Branding etc)
CYT/05/18	Supply of Furniture, Fittings and Furnishings
CYT/06/18	Supply, Installation and Maintenance of Computer Hardware, Software and other Computer Accessories
CYT/07/18	Supply Installation and Maintenance of Office Windows, Blinds and Curtains
CYT/08/18	Supply of Drinking Water and Water Dispensers
CYT/09/18	Supply and Maintenance of Firefighting Equipment and Fire Suppression Systems
CYT/10/18	Supply and Maintenance of Power Back Up Systems (UPS), Inverters and Power Stabilizers
CYT/11/18	Supply, Installation and Maintenance of Telephone/Telecommunication Equipment (Routers, PABX, Faxes etc)
CYT/12/18	Supply, Installation and Maintenance of IT Security Devices (CCTV Surveillance, Access Control etc)
CYT/13/18	Supply of Utensils and Kitchen Equipment (Fridge, Microwave, Kettle etc)
CYT/14/18	Supply of Audit Information Systems
CYT/15/18	Supply, Installation and Maintenance of Endpoint Security
CYT/16/18	Supply of Refreshments (Soft and Hard drinks)
CYT/17/18	Supply of Medicine and Emergency Services (Drugs, Ambulance Services etc)
CYT/18/18	Supply of Newspapers
CYT/19/18	Supply of Consumables (Milk, Sugar, Tea, Coffee, Bread, Cake, Fruits etc)
CYT/20/18	Supply of Toiletries (Tissues, Kitchen Towels, Serviettes, Soap Dispenser, Sanitizer, Tissue Dispenser, Urinal Screens, Self-dispensing Toilet Spray)
CYT/21/18	Supply of Learning Materials (Magazines, Text books, Tools etc)
CYT/22/18	Supply of Electronics (Television, Power Extensions, Bulbs etc)
CYT/23/18	Supply of Gas and Fuel Cards
	PROVISION OF SERVICES
CYT/24/18	Provision of Structured Cabling Works
CYT/25/18	Provision of Fixed Assets Management Solution
CYT/26/18	Provision of Minor Construction Works, Repairs, Partitioning and Provision of Office Fit Out Services
CYT/27/18	Provision of Air Conditioning and Mechanical Ventilation System including Maintenance
CYT/28/18	Provision of Minor Repair Works (Furniture, Electrical Equipement etc)
CYT/29/18	Provision of Office Cleaning and Sanitary Services
CYT/30/18	Provision of Leased Printers, Copiers and Printer Consumables
CYT/31/18	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/33/18	Provision of Repair and Maintenance Services of Company Vehicles
CYT/34/18	Provision of Fumigation and Pest Control Services
CYT/35/18	Provision of Insurance and Pension Services
CYT/36/18	Provision of Communication, Advertising and Creative Agency Services
CYT/37/18	Training and Consultancy Services (Recruitment, Coaching, OSH, Public Relations, Survey, Tax, Governance, 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 Car 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/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 **8th 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 recipients 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

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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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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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)

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

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

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 **8th August 2018**

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

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		
2	Physical Location of Business Premises <i>(Note that a visit to your office may be made to confirm information provided, as part of the evaluation)</i>	Town:..... Street:..... Building:..... Floor:.....	
3	Postal Address		
4	Principle Contacts	Name/Position..... Landline:..... Mobile: Email.....	
5	Organization Type	(Example: Limited, Sole Proprietor, Partnership, e.t.c) Indicate applicable:	
6	Telephone Numbers <i>(for the Organisation)</i>	Landline:..... Mobile.....	
7	Website Address		

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8	Names of the Proprietor / Directors or Partners and their Qualifications- Indicate any post registration experience & qualifications	1)..... Qualification: 2)..... Qualification: 3)..... Qualification: 4)..... Qualification:	
9	Geographical Area of Operations (Tick Areas you are operating from)	<ul style="list-style-type: none"> • Nairobi Region • Western Region • Nyanza Region • Rift Valley Region • Coast Region • Central Region 	
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	List the insurance covers in place and their Kes. values. e.g WIBA, Professional Indemnity etc)		

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SECTIONB: - FINANCIALSTATUS

17	Company Details	Company Name..... Account Name..... Branch Name..... Account Number:	
18	Company Relationship Manager(Name & Contact)		
19	Bank Account: Account Name, Bank and Account Number		

20. Information from Balance Sheet & P&L

	2015	2016	2017	Official Use Only
Total Assets				
Total Liabilities				
Total Revenues / Sales				
Total Expenses				
Profit/(Loss) After Taxes				

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SECTIONC: - SUPPLY HISTORY & REFERENCES

		Official Use Only												
21	<p>List of Current Clientele (Maximum 5 starting with largest)</p> <p>i) Completed</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Client</td> <td style="width: 55%;">Projecttitle/Supplies</td> <td style="width: 30%;">Duration/Period</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p>ii) Ongoing</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Client</td> <td style="width: 55%;">Projecttitle/Supplies</td> <td style="width: 30%;">Duration/Period</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p><i>(The Listed items must be related and relevant to the category area your firm is seeking prequalification in. Attach copies of LPO's, Award letters or any other approved document from each of the above attesting to the same)</i></p>	Client	Projecttitle/Supplies	Duration/Period				Client	Projecttitle/Supplies	Duration/Period				
Client	Projecttitle/Supplies	Duration/Period												
Client	Projecttitle/Supplies	Duration/Period												
22	<p>Providecontactdetailsfor3refereesforprevious/currentwork thatissimilarorthesametothethe one applied for now. Note that the referees may be contacted without further references to you.</p> <p>Is Cytonn Investments one of your referees? YES NO <i>(If Yes, then provide 2 other referees, if No, provide 3 referees)</i></p>													
	<p>1. Organisation:.....</p> <p>.....</p> <p>Contact</p> <p>Name:.....</p> <p>Position:</p> <p>Telephone No:</p> <p>Email Address:</p>	Official Stamp/Sign												

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

	2. Organisation:..... Contact Name:..... Position: Telephone No: Email Address:	Official Stamp /sign
	2. Organisation:..... Contact Name:..... Position: Telephone No: Email Address:	Official Stamp/Sign
<p><i>NB: In addition to the above, you are required to attach copies of LPOs, award letters or any other approved document from each of the above referee showing works done and values.</i></p>		

23. SECTION D: BUSINESS PROBITY & LITIGATION HISTORY

		Official Use Only
i	State if the company is a subject of bankruptcy proceedings	
ii	Enumerate any past litigation and arbitration incidences encountered by the firms in the last three years	

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SECTION E: TECHNICAL & PROFESSIONAL COMPETENCIES

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

SECTION F: MANAGEMENT POLICIES

			Official Use Only
26	<p>i) Does the firm have an Employment Policy? (YES/NO)</p> <p>If NO, explain how employee screening and/or background checks are done</p> <p>ii) Does the firm have a (Code of Conduct)</p> <p>iii) Does the firm subscribe to a professional body with a code of conduct?</p> <p>iv) How does the firm ensure integrity of its employees?</p> <p>v) Does the firm have an (Employee Training Program?)</p>		
27	<p>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.</p> <p>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) If yes, please give details</p> <p>Do you or does any member of your</p>		

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	<p>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</p> <p>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</p> <p>Are you related to any parties in the Company? (Yes/No)</p> <p>Do you declare not to infringe the Company's anti bribery policy? (Yes / No)</p>		
2 8	<p>Social and Environmental Policy</p> <p>i) Do you have an Environmental Policy in place?</p> <p>ii) What Corporate Social Responsibilities does the firm engage in?</p>		
2 9	<p>Provide following (Mandatory)</p> <ol style="list-style-type: none"> 1. Certificate of Incorporation/Registration 2. Business Permit 3. PIN & VAT certificate 4. TAX Compliance Certificate 5. CR 12 6. Copies of Current 6month period Company Statements 7. Current Reference Letters(2016 & 2017) 8. Company Profile with an Organization Structure 9. Deposit slip for Ksh. 2000.00 <p><u>Others mandatory, as applicable to 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.</u></p> <ol style="list-style-type: none"> 10. Copies of LPO's or Award Letters 11. Registration by relevant government 		

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	<p>or Statutory body, where applicable e.g <i>Food and Hygiene Certification, Ministry of Roads & Public Works, NEMA etc</i></p> <p>11. Product Dealership License/ Partnership/ Authorization Letter from OEM (<i>where applicable</i>)</p> <p>12. Practicing Certificate (<i>where applicable</i>)</p> <p>13. Memberships, where applicable .e.g. <i>Institution of Surveyors of Kenya (ISK), Kenya Companyers Association (KBA), IATA, etc</i></p> <p>14. Training Certificates from OEMs for technical teams</p>		
	<p>15. Copies of any other Accreditations , Awards etc</p>		

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).....