



## T-SHIRTS RFP

## 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.

## SECTION B: Objectives

Cytonn Investments is seeking proposals from qualified suppliers for the design, production, and delivery of marathon t-shirts. The successful Proposer will be responsible for providing high-quality apparel that meets the company's brand, design, and logistical requirements.

## SECTION C: Bidder Qualifications

The successful applicant should have the following qualifications:

- **Experience:** A company profile detailing the Proposer's experience in a similar capacity, including a list of at least three (3) corporate clients or events for which similar services were provided.
- **Portfolio:** A digital portfolio or samples of previous work that showcase design capabilities and print quality.
- **Capacity:** Evidence of the production capacity to handle the projected volume of t-shirts and meet the specified delivery timeline.

Before bidding, the bidders are requested to carefully examine the RFP Document and the Terms and Conditions specified therein, and if there appears to be any ambiguity, contradictions, gap(s) and/or discrepancy in the RFP Document, they should forthwith refer the matter to Cytonn Investments via [brand@cytonn.com](mailto:brand@cytonn.com) & [procurement@cytonn.com](mailto:procurement@cytonn.com) for necessary clarifications.

1. A bidder requiring any clarification on this RFP may be obtained via email only
2. Cytonn Investments shall not be responsible for any external agency delays.
3. Cytonn Investments reserves the sole right for carrying out any amendments/modifications/changes in the bidding process including any addendum to this entire RFP
4. At any time before the deadline for submission of bids / offers, Cytonn Investments may, for any reason whatsoever, whether at its own initiative or in response to a clarification requested by bidders, modify this RFP Document.
5. All bidders who have received this RFP document shall be notified of the amendment by e-mail, and all such amendment(s) shall be binding on them
6. Cytonn Investments reserves the rights to extend the deadline for the submission of bids, if required. However, no request from the bidders for extending the deadline for submission of bids, shall be binding on Cytonn Investments
7. Cytonn Investments reserves the right to amend/cancel the RFP without assigning any reasons

## SECTION E: Scope of Works

Cytonn Investments is looking for a service provider. The Proposer shall provide all necessary services, labor, and materials to complete the following tasks:

- **Design Consultation:** Work with the Cytonn team to finalize the t-shirt design, ensuring all logos, text, and graphics are properly positioned and sized according to our branding guidelines.
- **Material Sourcing:** Recommend and provide samples of high-quality, breathable, and comfortable fabric suitable for a marathon event. The fabric must be durable and maintain its integrity after multiple washes. The t-shirts should be in the color Hex #006B5A / Pantone 568 C.
- **Production and Printing:** Produce and print the agreed-upon quantity of t-shirts in various sizes. The printing method must ensure crisp, clear graphics and long-lasting colors.
- **Quality Control:** Implement a quality control process to inspect all t-shirts for defects in material, stitching, or printing before packaging.
- **Packaging and Delivery:** Package the t-shirts by size and quantity, and deliver them to the specified location on or before the agreed-upon deadline. All t-shirts must be clearly labeled for easy distribution.
- **Sample Submission:** The Proposer must submit at least one (1) sample t-shirt with the proposed design for approval before full-scale production begins.

## SECTION F: Deliverables

The successful Proposer will be required to provide the following deliverables:

- **Pre-Production Sample:** One physical sample t-shirt for final approval before the full production run begins.
- **Final T-Shirts:** The total number of t-shirts ordered, correctly sized and packaged.
- **Packaging List:** A detailed list of the contents for each package, indicating the number and sizes of t-shirts.
- **Final Invoice:** An itemized invoice for all goods and services provided.

## SECTION G: Rejection of Proposals

Cytonn Investments reserves the right to reject all of the responses received as a result of this RFP. Cytonn Investments 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 H: Incurred Cost

Cytonn Investments will not be liable for any cost incurred by the vendor for any work performed through and including the execution of a contract for professional services, prior to the execution of a contract

## SECTION I: Compensation

Cytonn Investments and the selected vendor will formalize the scope of services and negotiate a fee.

## SECTION J: Responses

To be considered, a copy of the proposal must be submitted in softcopy to Cytonn Investments addressed to [brand@cytonn.com](mailto:brand@cytonn.com) and cc [procurement@cytonn.com](mailto:procurement@cytonn.com) on or before 18<sup>th</sup> September, 2025.

## SECTION K: 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.