



**Kenya Power**

## **REGISTRATION OF SUPPLIERS**

**KP10/9A/ROS/NER/01/22-23**

**POTENTIAL SUPPLIERS**

(ELECTRONIC REGISTRATION OF SUPPLIERS FOR GOODS &  
SERVICES)  
FEBRUARY 2023

### **Supplier Registration Documents**

Completed supplier registration responses and documents are to be submitted in electronic format on the KPLC's E-procurement portal on the due date and time published on the portal. Suppliers are required to visit the portal from time to time for revised closing dates. The submissions are to be done ONLINE on or before the submission date and time indicated on the KPLC e-procurement portal.

Any Queries and clarification should be directed to:

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## A. INTRODUCTION

Dear Prospective Supplier ,

### 1. *Description of The Kenya Power & Lighting Company PLC and our Core Business*

1.1 The Kenya Power & Lighting Company PLC (KPLC) is a limited liability company registered under the Companies Act, Chapter 486 of the Laws of Kenya. It was incorporated in 1922 as the East African Power & Lighting Company Limited. KPLC was listed on the Nairobi Stock Exchange (NSE) in 1954. The Company changed to its present name in 1983.

1.2 Our shareholders include the Government of Kenya (GoK) institutional and individual persons. KPLC is a public company with GoK holding the majority block of shares. We are subject to the State Corporations Act, Chapter 442 of the laws of Kenya and the laws governing procurement by public bodies, mainly the Public Procurement and Asset Disposal Act, 2015 and the various regulations made there-under.

1.3 **Our Vision is “Powering people for better lives by innovatively securing business sustainability”**

1.4 **Our Mission is “Energy solutions provider of choice.”**

1.5 Our Core Business is bulk purchase of electrical energy; transmit; distribute; supply electrical energy and related customer services throughout Kenya.

1.6 Our Core Values were developed to support the Company’s Mission. These Values are Customer First, One Team, Passion, Integrity and Excellence.

### 2. *Organizational and Business Structure*

2.1 KPLC is structured into 13 Divisions, 1 Institute and 9 Main Regions. Our headquarters is referred to as Central Office located at Stima Plaza, Kolobot Road, Parklands, Nairobi. Amongst the 13 Divisions is the Corporate Affairs and Company Secretary headed by the General Manager Corporate Affairs & Company Secretary. Under her are several departments, including the Legal Services Department.

2.2 KPLC’s operations are geographically split in Nine (9) regions. **Nairobi Region** with their main office in Electricity House, Harambee Avenue Nairobi Central Business District **Central Office** Region with its main office in Stima Sacco Plaza (*KPLC Hq*), , Parklands, Nairobi; **Central Rift** Region with the main office in Electricity House, Moi South Road, Nakuru; **Coast Region** with the main office in Electricity House, Nkrumah Road, Mombasa Central Business District and **Mount Kenya** Region with the main office in Stima House Nyeri. **Western** Region with its main office in Electricity House Kisumu, **South Nyanza** Region has its main office in Kisii, **North Rift** Region has its main office at KVDA Plaza Eldoret while **North Eastern** Region has its main office in Thika.

- 2.3 To attain higher penetration and decentralization within the devolved governance system, KPLC has about 47 Branches throughout the 10 Regions which transverse all the 47 counties of the Republic.
- 2.4 The branches are headed by County Business Managers. They are responsible for and are the link persons for all affairs of the Company within their respective spheres of operation.
- 2.5 As part of our growth and transformation strategy, from 2009 the Company has been engaged in the process of rebranding in a programme dubbed “Project Mwangaza”. One result of this has been the change of our logo to one depicted as a bulb with the words “Kenya Power” at the bottom.
- 2.6 However, the name of the Company remains the same i.e. The Kenya Power & Lighting Company Limited (abbreviated as KPLC).

### ***3. Nature and Scope of Registration***

**"Registration of suppliers"** means the process of identifying and obtaining a list of prospective providers of a specified category of goods, works or services by a procuring entity for a specified period of time but not exceeding more than two years, and maintaining them for the purpose of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering, that may arise during the period of listing;

**DISCLAIMER:** In no event is the registration a confirmation of guarantee of award of contract, order or tender

**SECTION I - SUBMISSION CHECKLIST AND EVALUATION CRITERIA**

<b>No.</b>	<b>Item</b>	<b>Tick Where Applicable</b>
1.	Company Profile	
2.	Registration Certificate with the national treasury or the respective County treasury within which they operate for Disadvantaged groups. Person with disability(PWD) shall submit National Council with people with disability card.	
3.	Company or Firm's Registration Certificate / Certificate of Incorporation	
5.	PIN Certificate	
6.	Valid Tax Compliance Certificate	
7.	Valid Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent for those with registered companies or Registration of Business name Certificate	
8.	Any other document that may deem necessary for the registration	

**NB: Youth Women and Persons with disability number (2) in submission checklist and Evaluation Criteria is Mandatory.**

**SECTION II – REGISTRATION AREAS OF INTEREST (Tick as Appropriate)**

	<b>CATEGORIES</b>	<b>AREA OF INTEREST (TICK APPROPRIATELY)</b>
<b>1</b>	<b>CATEGORY 1: General Suppliers</b>	
<b>2</b>	<b>CATEGORY 2: Women</b>	
<b>3</b>	<b>CATEGORY 3: Youth</b>	
<b>4</b>	<b>CATEGORY 4: People With Disability ( PWD)</b>	
<b>5</b>	<b>CATEGORY 5: Stay Blocks Concrete &amp; Hatari Slabs</b>	
<b>6</b>	<b>CATEGORY 6: Bar Soap</b>	
<b>7</b>	<b>CATEGORY 7: Office Stationery/Printing/Binding Material/Toners &amp; General Equipment</b>	
<b>8</b>	<b>CATEGORY 8: ICT Materials</b>	
<b>9</b>	<b>CATEGORY 9: Supply Of milk</b>	
<b>10</b>	<b>CATEGORY 10: Office Furniture &amp; Equipment</b>	
<b>11</b>	<b>CATEGORY 11: Hardware, Electrical &amp; Building Materials</b>	
<b>12</b>	<b>CATEGORY 12 : Electrical Works</b>	
<b>13</b>	<b>CATEGORY 13: Building Works;</b>	
<b>14</b>	<b>CATEGORY 14 Road/Civil Works</b>	
<b>15</b>	<b>CATEGORY 15: Fumigation</b>	
<b>16</b>	<b>CATEGORY 16: Exhausting Services</b>	
<b>17</b>	<b>CATEGORY 17: Sanitary Services</b>	
<b>18</b>	<b>CATEGORY 18: Service Maintenance Of Generators, Air-condition</b>	
<b>19</b>	<b>CATEGORY 19: Routine Maintenance comprising of Plumbing Electrical, Masonry &amp; Carpentry</b>	
<b>20</b>	<b>CATEGORY 20: Promotional and Event Materials</b>	
<b>21</b>	<b>CATEGORY 21: Hotel Services</b>	
<b>22</b>	<b>CATEGORY 22: Provision of Tents , Tables, Chairs, Flowers &amp; Décor Services</b>	
<b>23</b>	<b>CATEGORY 23: Fresh and Hard Water</b>	
<b>24</b>	<b>CATEGORY 24: Fire Fighting Equipments, Service, Inspection &amp; Supply.</b>	
<b>25</b>	<b>CATEGORY 25. Catering Services</b>	
<b>26</b>	<b>CATEGORY 26: Event Organizer</b>	

27	<b>CATEGORY 27: Supply of Cakes</b>	
28	<b>CATEGORY 28: Provision of Photography Videography Services</b>	
29	<b>CATEGORY 29:Provision of DJ,PA &amp; MCEE Services</b>	
30	<b>CATEGORY30. First Aid Kits &amp; Accessories</b>	
31	<b>CATEGORY 31: Signage</b>	
32	<b>CATEGORY 32:Window Graphics</b>	
33	<b>CATEGORY 33: Toners &amp; Cartridges</b>	
34	<b>CATEGORY 34: Drinking Water</b>	
35	<b>CATEGORY 35: Tyres &amp; Tubes</b>	
36	<b>CATEGORY 36: Supply of Batteries</b>	
37	<b>CATEGORY 37: Tools and Equipments</b>	

**SECTION III –**  
**ADDITIONAL REQUIREMENTS FOR REGISTRATION**

<b>MANDATORY REQUIREMENTS</b>
<b>CATEGORY 2: Women</b> Valid AGPO Certificate
<b><u>CATEGORY 3: Youth</u></b> Valid AGPO Certificate
<b><u>CATEGORY 4: People With Disability (PWD)</u></b> Valid AGPO Certificate National council with people with disability card.
<b><u>CATEGORY 5: Stay Blocks &amp; Hatari Slabs</u></b> The Manufacturers Authorization and Warranty for stay blocks and hatari slabs, Catalogues & Brochures or Manufacturer’s drawings, stay blocks and hatari slabs, Test reports for stay block and hatari slabs, A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025. Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya
<b>CATEGORY 13 : Electrical Works</b> Energy Regulatory Commission ( ERC) Electrical Contractors License
<b>CATEGORY 14: Building Works;</b> Registration with NCA
<b>CATEGORY 15: Road/Civil Works</b> Registration with NCA
<b>CATEGORY 16: Fumigation</b> Nema Certificate Public health certificate
<b>CATEGORY 17: Exhausting Services</b> Nema certificate for disposal County government Authority for exhausting services.

<b>CATEGORY 18: Sanitary Services</b>
Public health certificate Nema Certificate
<b>CATEGORY 13: Service Maintenance of Generators, Air Conditioning</b>
Registration certificate from relevant body
<b>CATEGORY 19: Fire Fighting Equipments, Service, Inspection &amp; Supply.</b>
County Fire Brigade Certification, Certificate of National Industrial Training Accreditation (NITA)
<b>Category 22:Hotel Services</b>
Business permit Ministry of Health License
<b>Category 26 : Catering Services</b>
Business permit Ministry of Health License
<b>CATEGORY 27: Event Organiser (Décor services, DJ &amp; MC,PA system, Local Entertainers)</b>
Catalogues & Brochures
<b>CATEGORY 29: Provision of Photography Videography Services</b>
Brochures and Catalogues
<b>CATEGORY 33: Window Graphics (Window tinting, vinyl window decals, perforated window decals)</b>
Catalogues and Brochures
<b>CATEGORY 34: Toners &amp; Cartridges</b>
Must be accredited by the Manufacturer
<b>CATEGORY 36 : Tyres &amp; Tubes</b>
Manufacturers Authorization Brochures & Catalogue Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya
<b>CATEGORY 37: Supply of Batteries</b>
Manufacturers Authorization Brochures & Catalogue Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya

