



REGISTRATION OF SUPPLIERS

KP10/9A/ROS/NER/01/20-21

POTENTIAL SUPPLIERS

(ELECTRONIC REGISTRATION OF SUPPLIERS FOR GOODS)
DECEMBER 2020

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 Limited and our Core Business*

- 1.1 The Kenya Power & Lighting Company Limited (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 “To provide world class power that delights our customers”**
- 1.4 **Our Mission is “Powering People for Better Lives.”**
- 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 10 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 ten (10) regions. **Nairobi South** and **Nairobi West** Region with their main office in Electricity House, Harambee Avenue Nairobi Central Business District; **Nairobi North** Region with its main office in Stima Sacco Plaza (*a few meters from KPLC Hq*), Mushembi Road, 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 transverses 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

No.	Item	Tick Where Applicable
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	
4.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
5.	PIN Certificate	
6.	Valid Tax Compliance Certificate	
7.	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent for those with registered companies	
8.	Names with full contact as well as physical addresses of previous customers of similar goods and reference letters	
9.	Audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least three six months prior to the date of the tender document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
22.	Any other document that may deem necessary for the registration	

NB: Youth Women and Persons with disability number (2)is Mandatory.

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

1	<u>STOCK MATERIALS</u>	AREA OF INTEREST (TICK APPROPRIATELY)
	Stayblocks Concrete	
	Hatari Slabs Lv	

	Hacksaw Blade	
	Ring Spanner	
	Pliers Insulated	
	Screw Driver Insulated	
	Cables	
	Pipe Wrench 8"	
	Paddlocks Non-Standard	
	Link Stick	
	Ratchet Steel Tail	
	Angle Iron	
	Earthing Harness	
	Chain Block	
	Pull Lift	
	Knife Panga Curved Steel	
	Fixed Spanner	
	Auger Bit Barrelled	
	Climbing Iron Concrete	
	Wooden Climbing Iron	
	Ladder Extension 32ft	
	Tube Fluorescent	
	Bar Soap	
2	CATEGORY 2: OFFICE STATIONERY/PRINTING/BINDING MATERIAL/TONNERS&GENERAL EQUIPMENT	
3	CATEGORY 3: ICT MATERIALS	
4	CATEGORY 4: SUPPLY OF MILK	
5	CATEGORY 5:SUPPLY OF SUGAR AND BEVERAGES	
6	CATEGORY 6: OFFICE FURNITURE & EQUIPMENT	
7	CATEGORY 7: HARDWARE, ELECTRICAL & BUILDING MATERIALS	
8	CATEGORY 8 : ELECTRICAL WORKS	
9	CATEGORY 9: BUILDING WORKS;	
10	CATEGORY 10: ROAD/CIVIL WORKS	
11	CATEGORY 11: FUMIGATION	
12	CATEGORY 12: EXHAUSTING SERVICES	
13	CATEGORY 13: SANITARY SERVICES	
14	CATEGORY 14: : SERVICE MAINTENANCE OF GENARATORS, AIRCONDITION	
15	CATEGORY 15: ROUTINE MAINTENANCE COMPRISING OF PLUMBING ELECTRICAL,MASONRY & CARPENTRY	
16	CATEGORY 16: PROMOTIONAL AND EVENT MATERIALS	

17	CATEGORY 17: HOTELS & CATERING SERVICES	
18	CATEGORY 18: TENTS , TABLES,CHAIRS, FLOWERS & DÉCOR SERVICES	
19	CATEGORY 19:FRESH AND HARD WATER FOR ELDAS,HABASWEN,DADAAB	
20.	CATEGORY 20: FIRE FIGHTING EQUIPMENTS, SERVICE, INSPECTION & SUPPLY.	
21.	CATEGORY 21.FIRST AID KITS & ACCSESORIES	
22.	CATEGORY 22: EVENT ORGANISER	
23.	CATEGORY 23: SUPPLY OF CAKES	
24.	CATEGORY 24: PROVISION OF PHOTOGRAPHY SERVICES	
25.	CATEGORY 25:PROVISION OF DJ,PA & MCEE SERVICES	
26.	CATEGORY26. FIRST AID KITS & ACCESSORIES	
27.	CATEGORY 27: SIGNAGES	
28.	CATEGORY 28:WINDOW GRAPHICS	
29.	CATEGORY 29: TONERS & CATRIDGES	

SECTION III –
ADDITIONAL REQUIREMENTS FOR REGISTRATION

<u>CATEGORY 1: STOCK MATERIALS - MANDATORY REQUIREMENTS</u>
The Manufacturers Authorization and Warranty for cables, stay blocks, hatari slabs, climbing irons, bar soaps
Catalogues & Brochures or Manufacturer’s drawings cables, stay blocks, hatari slabs, and climbing irons and bar soaps.
Test reports for cables, stay block, hatari slabs, climbing irons, bar soaps
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
<u>CATEGORY 5: OFFICE FURNITURE & EQUIPMENT</u>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer’s drawings.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya
<u>CATEGORY 7 : ELECTRICAL WORKS</u>
Energy Regulatory Commission (ERC) Electrical Contractors License

CATEGORY 8: BUILDING WORKS;
Registration with NCA
CATEGORY 9: ROAD/CIVIL WORKS
Registration with NCA
CATEGORY 10: FUMIGATION
Nema Certificate
Public health certificate
CATEGORY 11: EXHAUSTING SERVICES
Nema certificate for disposal
County government Authority for exhausting services.
CATEGORY 12: SANITARY SERVICES
Public health certificate
Nema Certificate
CATEGORY 13: SERVICE MAINTENANCE OF GENERATORS, AIRCONDITIONING
Registration certificate from relevant body
CATEGORY 20: FIRE FIGHTING EQUIPMENTS, SERVICE, INSPECTION & SUPPLY.
County Fire Brigade Certification, Certificate of National Industrial Training Accreditation (NITA)
CATEGORY 22: EVENT ORGANISER(Décor services,DJ & MC,PA system, Local Entertainers)
Catalogues & Brochures
CATEGORY 24: WINDOW GRAPHICS (Window tinting, vinyl window decals, perforated window decals)
Catalogues and Brochures
CATEGORY 29: TONERS & CATRIDGES
Must be Hp Accredited.

