



**Kenya Power**

**REGISTRATION OF SUPPLIERS RFx No.  
3800000129**

**ALL POTENTIAL SUPPLIERS**

**(ELECTRONIC REGISTRATION OF SUPPLIERS)**

**JULY 2018**

**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:

**THE KENYA POWER & LIGHTING COMPANY LIMITED**

COAST REGION, ELECTRICITY HOUSE,

NKRUMAH ROAD

P.O. BOX 90104-80100

MOMBASA,

KENYA.

Telephones: 0709645000

Email 1: [gouma@kplc.co.ke](mailto:gouma@kplc.co.ke)

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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 transvers 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	
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 foreign tenderers)	
8.	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 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).	
9.	Any other document that may deem necessary for the registration	

**NB: For Youth Women and Persons with disability number 2 is Mandatory.**

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

<b>I. GOODS</b>	<b>AREA OF INTEREST (TICK APPROPRIATELY)</b>	<b>COUNTY OF REGISTRATION/ INTEREST</b>
<b>CATEGORY 1: WORKS</b>		
1.1 Civil works		
1.2 Small works		
<b>CATEGORY 2: SERVICES</b>		
2.1 ICT: Information and Communications Technology		
2.2 Event Services		
2.3 Hire of Modular Exhibition & Display Products		
2.4 Supply and Service of Fire-fighting Equipment		
2.5 Repair and Maintenance of Air Conditioning Systems		
2.6 Sanitary & Pest control services		
2.7 Provision of Water services		
2.8 Fuel Services		
2.9 Minor Motor Vehicle Services (Washing & Tyre maintenance)		
3.0 Lift Services		
3.1 Courier services		