



The Kenya Power &
Lighting Co. Ltd

ISO 9001:2008 QMS SUPPLIES

WORK INSTRUCTIONS

SECTION: PURCHASING

SUBJECT: SAMPLE VIEWING
FORM

Doc. No.

KP1/9A.1A/OT/025/18-19

Issue No.

Revision No.

Date of Issue

TENDER FOR SUPPLY OF STATIONERY
ITEMS

No.	Code	Description	Remark
1	160004	LIABILITY FORMS N/WEST	
2	160010	COUNTER BOOK 2 QUIRE	
3	160018	LIABILITY FORMS NORTH RIFT	
4	160019	LIABILITY FORMS CENTRAL RIFT	
5	160020	SHORTHAND NOTE BOOK	
6	160025	LIABILITY FORMS WEST/KENYA	
7	160036	CASUAL PAYMASTER ROLL	
8	160046	ELECT PERMIT TO WORK	
9	160101	PETROL ORDER BOOK	
10	160103	MOTOR VEHICLE M.C.	
11	160126	ENGINE LOG BOOK AF57	
12	160150	ELECTRICITY LIMITATION ACCESS	
13	160156	DEFECTIVE INSTALLATION NOTICE BOOK	
14	160160	METER TEST REPORT MT.KENYA/NORTH	
15	160175	KPLC EMERGENCY CALL	
16	160177	PROPERTY DAMAGE REPORT	
17	160179	ROUTINE INSTALLATION INSPECTION N/N	
18	160180	EQUIPMENT TRANSFER FORM	
19	160181	ROUTINE INSTALLATION INSPECTION N/S	
20	160182	ROUTINE INSTALLATION INSP MT KENYA/	
21	160184	ROUTINE INSTALLATION INSP MT KENYA/	
22	160186	ROUTINE INSTALLATION INSPECTION N/R	
23	160187	ROUTINE INSTALLATION INSPECTION C/R	
24	160189	ROUTINE INSTALLATION INSPECTION S/C	
25	160190	ROUTINE INSTALLATION INSPECTION W/K	
26	160191	ROUTINE INSTALLATION INSPECTION S/N	
27	161232	STAEDTLER MARS PLASTIC ERASER	
28	161506	ENVELOPE CHEQUE SIZE (9X4)	
29	161509	ENVELOPE BUFF MANILLA A4 (229x324)	
30	161521	NOTE PAD SELF STICKING	
31	162001	BOX FILE LARGE	
32	162002	NARROW BOX FILE 3562	
33	162605	GIANT PAPER PUNCH	
34	162608	RAPID STAPLING MACHINE	
35	162619	STAPLE REMOVER	
36	162803	STAEDLER TRADITION 3H	
37	162809	STAEDLER TRADITION HB	
38	163104	BLUE FINE BALL PEN - (0.65-0.85MM)	

No.	Code	Description	Remark
39	163105	BLACK FINE BALL PEN (0.65-0.85MM)	
40	163109	BLACK MEDIUM BALL PEN (0.85-1.05MM)	
41	163110	BLUE MEDIUM BALL PEN (0.85-1.05MM)	
42	163111	RED MEDIUM BALL PEN (0.85-1.05MM)	
43	163115	PEN PENTEL REFILLS ASSORTED	
44	163473	"DAILY LOG SHEET 20"x 34"'"	
45	163561	SYSTEM CONTROL LOG SHEET	
46	163562	SYSTEM CONTROL FAULT REPORT	
47	165004	WRITING CARBON PAPER(BLUE)	
48	165021	WHITE OUT FLUID	
49	165025	RICH GUMMY GLOY 180GM	
50	165026	PRITTY GLUE STICKS	
51	165046	REDDY KILOWATT MEMO	
52	165077	KPLC TIE ON LABLE	
53	165138	PAPER TRAY FOUR IN ONE	
54	165152	CLIP PAPER (F302)	
55	800006	TRANSPORT MILEAGE RETURN FORM	
56	800008	REVENUE JOURNAL VOUCHER FORM	
57	800009	GENERAL JOURNAL VOUCHER FORM	
58	800018	ACCIDENT MEDICAL L.P.O.	
59	800112	PAYMENT RECEIPT	
60	800153	COMMERCIAL JOURNAL VOUCHER	
61	800179	KPLC FUEL/OIL EXPENDITURE REPORT	
62	160810	PHOTO COPY PAPER (WHITE)	
63	163557	WAYLEAVE AGREEMENT AF 325	
64	162001	BOX FILE LARGE	
65	162605	GIANT PAPER PUNCH	
66	164438	KPLC LETTER HEAD A4(MD'S OFFICE)	
67	800018	ACCIDENT MEDICAL L.P.O.	
68	160823	PRINTING PAPER A3 (297MM x420MM) 80GM	

KPLC STORE REPRESENTATIVE		
OFFICER	SIGNATURE	DATE
SUPPLIER'S REPRESENTATIVE		
OFFICER	SIGNATURE	DATE

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KPLC STAMP

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TENDERERS STAMP

