



Kenya Power

**REGISTRATION OF SUPPLIERS RFx No.
3800000019
TENDER NO KP1/9AA-3/OT/20/16-17
ALL POTENTIAL SUPPLIERS**

(ELECTRONIC REGISTRATION OF SUPPLIERS)

OCTOBER 2016

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 is to be done ONLINE on or before the submission date and time indicated on the KPLC e-procurement portal.

Any Queries ad clarification should be directed to:

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REGISTRATION Of SUPPLIERS

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	
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.	Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least four (4) previous customers (The youth, persons with disabilities and women to provide the four referees from their manufacturer)	
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 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:for Youth Women and Persons with disability number 2 is Mandatory.

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

I. GOODS	AREA OF INTEREST (TICK APPROPRIATELY)	COUNTY OF REGISTRATION/ INTEREST
<u>CATEGORY 1: CABLES & CABLE ACCESSORIES</u>		
1.1 CABLES		
1.2 ABC (Aerial Bundled Cables)		
1.3 CABLE LUGS (Connector Lugs)		
1.4 CABLE GLANDS		
1.5 CABLE ACCESSORIES		
1.6 ABC ACCESSORIES		
1.7 CABLE COVERS (HATARI SLABS)		
<u>CATEGORY 2: CONDUCTORS & CONDUCTOR ACCESSORIES</u>		
2.1 CONDUCTORS		
2.2 CONDUCTOR ACCESSORIES (OVERHEAD LINE FITTINGS)		
2.3 EARTH RODS & THEIR CONNECTORS		
<u>CATEGORY 3: SWITCHGEAR & CONTROLGEAR</u>		
3.1 FUSE CUT-OUTS, FUSE HOLDER, FUSE MOUNTING		
3.2 FUSES LINKS / FUSE ELEMENTS		
3.3 SURGE ARRESTORS (SURGE DIVERTORS)		
3.4 CIRCUIT BREAKERS & ACCESSORIES		
3.4 AUTO RECOLSERS & AUTO LOAD TRANSFER SWITCH		
3.5 RING MAIN UNITS (RMU)		
3.6 ISOLATORS, AIR BREAK SWITCHES, DISCONNECTORS		
3.7 SERVICE TURRETS		
<u>CATEGORY 4: METERS & METERING EQUIPMENT</u>		
4.1 METERS (SINGLE PHASE, THREE PHASE)		
4.2 MCBs		
4.3 LOAD LIMITERS		
4.4 MAXIMUM DEMAND INDICATORS		
4.5 METER BOARDS/BOXES/ENCLOSURES/CHAMBERS		

4.6 METER WIRING MATERIALS (CABLES/METER TAILS, COMMUNICATION, TRUNKING, ACCESSORIES)		
4.7 LV CURRENT TRANSFORMERS		
4.8 POWER FACTOR EQUIPMENT& ACCESSORIES		
<u>CATEGORY 5: INSULATORS</u>		
5.1 INSULATORS: Porcelain/Composite (shackle, post, pin, tension, suspension, spindles)		
5.2 INSULATION TAPES		
5.3 IMPREGNATED FABRIC TAPES (DENSYL TAPES)		
<u>CATEGORY 6: STEEL STRUCTURES & FASTENERS</u>		
6.1 BOLTS & NUTS (FASTENERS) <i>(Bolt & Nut complete with washers)</i>		
6.2 STAYRODS, TURNBUCKLES & STAY BLOCKS		
6.3 STEEL STRUCTURES (for overhead lines)		
6.4 STAYWIRES		
6.5 POLE SIGNS & ACCESSORIES		
6.6 UNIVERSAL CLAMPS		
6.7 STEEL STRUCTURES (for substations)		
6.8 STEEL STRUCTURES (transmission)		
<u>CATEGORY 7: POLES</u>		
7.1 WOODEN POLES		
7.2 CONCRETE POLES		
7.3 STEEL POLES		
<u>CATEGORY 8: TRANSFORMERS</u>		
8.1 DISTRIBUTION TRANSFORMERS		
8.2 POWER TRANSFORMERS		
8.3 TRANSFORMER OIL		
8.4 CURRENT TRANSFORMERS (12kv, 36kv, 72kv, 145kv & 245kv CTS)		
8.5 VOLTAGE TRANSFORMERS(12kv, 36kv, 72kv, 145kv & 245kv VTS)		
8.6 AUTOMATIC VOLTAGE REGULATORS (AVRS)		
8.7 TRANSFORMER WORKSHOP MATERIALS		
<u>CATEGORY 9: OTHER SUBSTATION MATERIALS & EQUIPMENT/ACCESSORIES</u>		
9.1 RELAYS		
9.2 CONTROL PANNELS & ACCESSORIES		
9.3 BATTERIES & BATTERY CHARGERS		
9.4 ELECTRICAL PLANT PROJECT MATERIALS		
9.5 CONSTRUCTION PROJECT MATERIALS		
9.6 SUBSTATION BUSBARS & BUS BAR CONNECTORS		

<u>CATEGORY 10: UNIFORMS & PERSONAL PROTECTIVE EQUIPMENT (SAFETY WEAR)</u>		
10.1 MEASURED UNIFORMS		
10.2 PROTECTIVE CLOTHING		
10.3 SAFETY WEAR (PPEs)		
<u>CATEGORY 11: STREET LIGHTING</u>		
<u>CATEGORY 12: TRAINING SCHOOL</u>		
<u>CATEGORY 13: TOOLS & EQUIPMENT</u>		
<u>CATEGORY 14: OFFICE/GENERAL EQUIPMENT</u>		
<u>CATEGORY 15: STATIONERY</u>		
<u>CATEGORY 16: TRANSPORT</u>		
<u>CATEGORY 17: FUELS</u>		
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II. SERVICES		
11.1 Civil works		
11.2 Consultancy & Professional Services		
11.3 Corporate Social Responsibility Services		
11.4 Facilities and Real Estate Services		
11.5 Financial Services		
Banking		
Debt Collection		
Insurance		
11.6 ICT: Information and Communications Technology		
11.7 Media and Advertising services		
11.8 Event Services		
11.9 Off-Grid Services		
11.10 Security Services		
11.11 Training Services		
11.12 Transportation and Logistics Services		
11.13 Travel Services		