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**REGISTRATION OF SUPPLIERS RFx No. 3000000205**

**ALL POTENTIALSUPPLIERS**

(ELECTRONIC REGISTRATION OF SUPPLIERS FOR GOODS)

Start date: 20th April, 2017

Closing date: 11th May, 2017

**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:

THE KENYA POWER & LIGHTING COMPANY LIMITED

CENTRAL OFFICE, STIMAPLAZA,

KOLOBOT ROAD, PARKLANDS,

P.O. BOX 30099-00100,

NAIROBI,

KENYA.

Telephones: +254-020-3201000; 3644000 Pilot Lines

Telephones: +254 -720-600070/1-5; 733-755001/2-3 Cellular

Facsmile: +254-20-3514485

E-mail 1: LBalera@kplc.co.ke

Website: www.kplc.co.ke

1. **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 herare 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. | 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). |  |
| 10. | For contractors of fibre, we need NCA certificate & one has to be registered with ERC |  |
| 11. | For building & civil works –NCA has additional requirement. |  |
| 12. | 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** |
| **CATEGORY 1: dry food stuff, cereals and Beverages** |  |  |
| **CATEGORY 2: supply of meat & meat products.** |  |  |
| **CATEGORY 3: fresh fruits & vegetables** |  |  |
| **CATEGORY 4: Books & Books Binding services** |  |  |
| **CATEGORY 5: Human drugs, tools & equipments** |  |  |
| **CATEGORY 6: supply of kitchen equipment and Appliances** |  |  |
| **CATEGORY 7: plants seedlings, flowers,soil,manure 7& landscaping** |  |  |
| **CATEGORY 8: garbage collection services** |  |  |
| **CATEGORY 9: laundry & Dry cleaning services** |  |  |
| **CATEGORY 10: refrigeration services** |  |  |
| **CATEGORY 11: sanitation and sanitary services** |  |  |
| **CATEGORY 12:fumigation services** |  |  |
| **CATEGORY 13:fresh milk** |  |  |
| **CATEGORY 14: Sliced bread** |  |  |
| **CATEGORY 15: industrial Gas** |  |  |
| **CATEGORY 16: repair and maintance of furniture and civil works** |  |  |
| **CATEGORY 17: Provision and maintance of energy savings Jikos & incinerators** |  |  |
| **CATEGORY 18: electronic and electrical materials.** |  |  |
| **CATEGORY 19: repair and maintance of kitchen equipment and appliances.** |  |  |
| **CATEGORY 20:supply of Bar soaps and chemicals supply of cables** |  |  |
| **CATEGORY 21: fibre optic contrators** |  |  |
| **CATEGORY 22: hardware materials** |  |  |
| **CATEGORY 23: multipurpose liquid soap** |  |  |
| **CATEGORY 24: fibre optic tools & equipment** |  |  |
| **CATEGORY 25:general printed stationary & office equipment** |  |  |
| **CATEGORY 26:provision of WIFI & internet service provider ISP** |  |  |
| **CATEGORY 27: Building & civil works** |  |  |
| **CATEGORY 28: Event management & point of sale materials** |  |  |
| **CATEGORY 29: sports items** |  |  |
| **CATEGORY 30: firefighting equipments & services** |  |  |
| **CATEGORY 31: office furniture & fittings** |  |  |
| **CATEGORY 32: LPG Gas** |  |  |
| **CATEGORY 33: Servicing of printers & supply of printer accessories** |  |  |
| **CATEGORY 34:Branding services** |  |  |
| **CATEGORY 35: bottled water** |  |  |
| **CATEGORY36: supply of Goods desktop computers, laptops computers tablet computers workstation computers.** |  |  |
| **CATEGORY 37: landscaping** |  |  |
| **CATEGORY 38: grass cutting** |  |  |
| **CATEGORY 39: renovation works** |  |  |
| **CATEGORY 40: provision of courier services.** |  |  |
| **CATEGORY 41: repair of refrigerators /cold room** |  |  |
| **CATEGORY 42: supply of office equipment** |  |  |
| **CATEGORY 43: hire of a systems /music** |  |  |
| **CATEGORY44: hire of tents and sits.** |  |  |
| **CATEGORY 45: calibration of tools/weighing machines** |  |  |
| **CATEGORY 46:servicing of water tanks** |  |  |
| **CATEGORY 47: servicing of stand/by generator /electrical equipment.** |  |  |
| **CATEGORY 48: provision of website maintance & hosting services** |  |  |
| **CATEGORY 49: provision of bulk messaging service** |  |  |
| **CATEGORY 50 : consultancy to develop e-learning and digital content development** |  |  |
| **CATEGORY 51: provision of laboratory and research equipment’s .** |  |  |
| **CATEGORY 52: provision of data collection and analysis.** |  |  |

**PART 111 – CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

All Tenderers are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. Tenderers are advised that it is a serious offence to give false information on this form.

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| **Part 1 – General**  Business Name…………………………………………………………………..  Location of business premises…………………………………………………….  Plot No. ……………………………Street/ Road ………………………………..  Postal Address ………………………….. Postal Code ………………………….  Tel No…………………………………..  Facsimile..………………………………..  Mobile No………………………………..  E-mail:…………………………………………………  Nature of your business ………………………………………………………………  Registration Certificate No.……………………………………………………………  Maximum value of business which you can handle at any time KSh…………………  Name of your Bankers …………………………..Branch… …………………………..  \*Names of Tenderer’s Contact person(s) ……………………………………………….  Designation/ capacity of the Tenderer’s contact person(s) ………………………………  Address, Tel, Fax and E-mail of the Tenderer’s contact person(s) ………………………  …………………………………………………………………………………….............  ……………………………………………………………………………………………. |
| **Part 2 (a) Sole Proprietor**  Your name in full ………………………………………………………………….  Nationality ………………………Country of origin ………………………….. |
| **Part 2 (b) Partnership**  Give details of partners as follows: -  Names Nationality Shares (%)  1.……………………………………………………………………….…  2.……………………………………………………………………….…  3….…………………………………………….…………………………  4.………………………………………………………………………….  5………………………………………………….……………………….  **Part 2 (c) Registered Company**  Private or Public …………………………………………………………  State the nominal and issued capital of company-  \*Nominal in KSh. ……………………………………….  \*Total Issued KSh. ………………………………….  Give details of all directors as follows  Name Nationality Shares (%)  1………………………………………………….………………………………………………  2……………………………………………………….…………………………………………  3………………………………………………………………………………………………….  4………………………………………………………………………………………………….  5…………………………………………………………………………………………………..  Name of duly authorized person to sign for and on behalf of the Tenderer..……………………  Capacity of the duly authorized person……………………………………  Signature of the duly authorized person…………………………….. |

**\*NOTES TO THE TENDERERS ON THE QUESTIONNAIRE**

*1. The address and contact person of the Tenderer provided above shall at all times be used for purposes of this tender.*

*2. The details on this Form are essential and compulsory for all Tenderers.***Failure to provide all the information requested shall lead to the Tenderer’s disqualification.**

*3. For foreign Tenderers please give the details of nominal and issued share capital in the currency of the country of origin of the Tenderer.*