



**REGISTRATION OF SUPPLIERS  
RFx No. 3800000294**

**ALL POTENTIAL SUPPLIERS**

**(ELECTRONIC REGISTRATION OF SUPPLIERS – COAST REGION)**

**NOVEMBER, 2020**

**ALL CANDIDATES ARE ADVISED TO READ CAREFULLY THIS REGISTRATION DOCUMENT IN ITS ENTIRETY BEFORE MAKING ANY APPLICATION**

**THE KENYA POWER & LIGHTING COMPANY LIMITED  
COAST REGION, ELECTRICITY HOUSE,  
NKRUMAH ROAD  
P.O. BOX 90104-80100  
MOMBASA,  
KENYA.**

Telephones: 0709 645 000  
Website: [www.kplc.co.ke](http://www.kplc.co.ke)

Email 1: [GOuma@kplc.co.ke](mailto:GOuma@kplc.co.ke)  
Email 2: [KJahazi@kplc.co.ke](mailto:KJahazi@kplc.co.ke)  
Email 2: [SMutia@kplc.co.ke](mailto:SMutia@kplc.co.ke)  
Website: [www.kplc.co.ke](http://www.kplc.co.ke)

# TABLE OF CONTENTS

<b>REGISTRATION NOTICE</b> .....	3
SECTION I - Introduction.....	4
Nature and Scope of Registration.....	5
SECTION II Submission Checklist.....	6
Evaluation Criteria.....	7
Previous Experience.....	8
SECTION III - Instruction to Applicants.....	9
SECTION IV - Additional Requirements.....	11
SECTION V - Registration Areas of Interest.....	12
SECTION VI - Standard Forms.....	13

# **SECTION I - INVITATION FOR REGISTRATION OF SUPPLIERS**

## **1.1 Introduction**

The Kenya Power & Lighting Company Limited hereinafter referred to as KPLC invites for Supplier Registration from eligible Vendors and Service Providers for a period of two (2) years in Coast Region. Interested eligible Vendors and Service Providers may obtain further information from the KPLC E- Procurement Portal.

## **1.2 Obtaining registration documents**

1.2.1 Registration documents detailing the requirements may be obtained from the KPLC E- Procurement Portal **beginning** from **24<sup>th</sup> November, 2020**.

## **1.3 Submission of Registration documents**

Completed supplier registration responses and documents are to be submitted in electronic format on the KPLC's E-procurement portal on or before **15<sup>th</sup> December, 2020 at 10.00 am**. Vendors and Service Providers are required to visit the portal from time to time for revised closing dates and addenda.

## **1.5 Opening of submitted Registrations**

Registrations will be opened promptly thereafter.

## INTRODUCTION

Dear Prospective Supplier,

### ***1. Description of The Kenya Power & Lighting PLC and our Core Business***

- 1.1 The Kenya Power & Lighting PLC 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. Kenya Power & Lighting PLC 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. Kenya Power & Lighting PLC 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 Kenya Power & Lighting PLC 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 twelve (12) 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, **North Eastern** Region has its main office in Thika, while **Transport** Region and **Training School** Region have their main office in Ruaraka.

- 2.3 To attain higher penetration and decentralization within the devolved governance system, Kenya Power & Lighting PLC has about 47 Branches throughout the 12 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 PLC.

### **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 Registration proceedings such as request for quotations or restricted Registration, 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 Registration

**SECTION II - SUBMISSION CHECKLIST AND EVALUATION**  
**CRITERIA**

**SUBMISSION CHECKLIST**

No.	Item	Tick Where Applicable
1.	Company Profile	
2.	*Registration Certificate with the national treasury or the respective County treasury within which they operate AGPO Certificate. Person with disability(PWD) shall submit National Council with people with disability card	
3.	Company or Firm's Registration Certificate	
4.	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign Applicants)	
5.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	
6.	PIN Certificate	
7.	Valid Tax Compliance Certificate	
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 Registration document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Registration Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the Registration document. The copies should be certified by the Bank issuing the statements. The certification should be original).	
10.	Any other document that you may deem necessary for the registration	
11.	Copy of Contractor's Certificates of Registration for the relevant category	

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

## **EVALUATION CRITERIA**

The method of evaluation will be on Merit Point System.

The criteria for evaluation and the points to be awarded on each criterion will be as follows:

<b>S/No.</b>	<b>MANDATORY REQUIREMENTS</b>	<b>COMPLIANCE</b>
1.	Valid Certificate of Incorporation/Business Registration (Attach copy)	10
2.	Personal Identification Number (PIN) (Attach copy)	10
3.	Valid Tax Compliance Certificate (Attach copy)	10
4.	Business Permit (Attach Copy)	10
5.	Physical Location of Business Premises	10
	<b>GENERAL REQUIREMENTS</b>	
6.	Supplier Availability - Postal Address (3) Telephone Number (3) - Email Address (4)	10
7.	Business Ownership: -Company/Business Profile -Disclosure of Directors/Partners/Sole Proprietor Attach Copy of CR12, Copy of ID(s)	10
8.	Financial Statement - Audited Accounts for the last 18 Months or Bank Statement	10
9.	Experience Indicate having undertaken similar assignments with at least 2 firms (Attach copies of LPOs; Letters of Award, Completion Certificates, Contracts )	10
10.	Registration certificate from relevant body - where applicable (Attach copy)	10
	Total	100

### **NOTE:**

- Bidders must meet all the mandatory requirements to qualify for evaluation for general requirements
- A bidder must attain a minimum score of 70% to qualify for registration
- Any information provided by the bidder may be verified by the procuring entity.

**PREVIOUS EXPERIENCE WITH SIMILAR WORK**

**(INFORMATION TO BE PROVIDED BY THE APPLICANT)**

The following is a list of work that the Applicant has previously performed which is similar to that described in the Request for Proposal:

No.	Description	Customer Name & Contacts	Date of Supply



## SECTION III - INSTRUCTIONS TO APPLICANTS

### 3.1 Eligible Applicants

3.1.1 An Applicant is eligible to bid for this contract only if the Applicant satisfies the following criteria—

- (a) the Applicant has the legal capacity to enter into a contract for procurement or asset disposal;*
- (b) the Applicant is not insolvent, in receivership, bankrupt or in the process of being wound up;*
- (c) the Applicant, if a member of a regulated profession, has satisfied all the professional requirements;*
- (d) the Applicant and his or her sub-contractor, if any, is not debarred;*
- (e) the Applicant has fulfilled tax obligations;*
- (f) the Applicant has not been convicted of corrupt or fraudulent practices; and*
- (g) is not guilty of any serious violation of fair employment laws and practices.*

Successful Applicants shall supply the goods, works or services in accordance with this Registration and the ensuing contract.

3.1.2 Collusion or Agreements between eligible Applicants to directly or indirectly fix prices or any other trading conditions is prohibited. Where this is discovered, the Applicants involved will not be eligible for award and shall be disqualified.

3.1.3 Notwithstanding any other provisions of this Registration, the following are not eligible to participate in the Registration: -

- a) KPLC's employees, its Board or any of its committee members.
- b) Any Public/State Officer of the Government of the Republic of Kenya (GoK).
- c) Any member of a Board or Committee or any department of GoK.
- d) Any person appointed to any position by the President of Kenya.
- e) Any person appointed to any position by any Cabinet Secretary of GoK.
- f) Any Applicant submitting false, inaccurate or incomplete information about their qualifications.

- 3.1.4 In addition the Applicant shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the Applicant, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of section 3.1.1 above.
- 3.1.5 Despite the provisions of section 3.1.3 and 3.1.4, an Applicant having a substantial or controlling interest shall be eligible to bid where: -
- (a) such Applicant has declared any conflict of interest; and
  - (b) performance and price competition for that good, work or service is not available or can only be sourced from that Applicant.
- 3.1.6 For the purposes of this paragraph, any relative i.e. spouse(s) and child(ren) of any person mentioned in sub-paragraph 3.1.3 is also ineligible to participate in the Registration. In addition, a Cabinet Secretary shall include the President, Deputy President or the Attorney General of GoK.
- 3.1.7 Applicants shall provide the qualification information statement that the Applicant (including subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by KPLC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation to Registration.
- 3.2.8 Applicants shall not be under declarations as prescribed at Section XIII.
- 3.2.9 Applicants who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section XIII.
- 3.2.10 Those that are under the Declaration as prescribed at Section XIII whether currently or in the past shall not complete the Form. They will submit a suitable Form giving details, the nature and present status of their circumstances.

## **SECTION IV - ADDITIONAL REQUIREMENTS FOR REGISTRATION**

<b>CATEGORY 3: OFFICE FURNISHINGS AND FITTINGS</b>
<i>The Manufacturers Authorization and Warranty</i>
<i>Catalogues &amp; Brochures or Manufacturer's drawings</i>
<i>Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya</i>
<b>CATEGORY 1: WORKS</b>
<b>Civil Works</b>
<i>Registration with NCA</i>
<b>Electrical Installation Works, Repairs and Maintenance</b>
<i>Registration with NCA</i>
<b>Water Works, Pumps Repair, Maintenance and Servicing</b>
<i>Registration with NCA</i>
<b>CATEGORY 3: SERVICES</b>
<b>Fumigation Services</b>
<i>Registration certificate from Poisons board</i>
<i>Certification from Environmental regulatory body</i>
<b>Sanitary Services</b>
<i>NEMA Certificate</i>
<i>Provide valid evidence of authority to dispose/Waste transfer/handling certificate</i>
<b>Service Maintenance of Generators, Air-conditioning</b>
<i>Registration with NCA</i>
<b>Hotels &amp; Catering Services</b>
<i>Public health Certificate</i>
<i>Food Handlers Health Certificate</i>
<b>Fire Fighting Equipment &amp; Supply &amp; Installation of Fire Fighting Equipment</b>
<i>Registration certificate from relevant body</i>
<i>Registration with OSHA</i>

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

	<b>ITEM DESCRIPTION</b>	<b>ELIGIBILITY</b>	<b>Tick Where Applicable</b>
	<b>CATEGORY 1: WORKS</b>		
1.1	Civil works	Open	
1.2	Electrical Installation Works, Repairs and Maintenance	Open	
1.3	Water Works, Pumps Repair, Maintenance and Servicing	Open	
	<b>CATEGORY 2: GOODS</b>		
2.1	ICT Equipment and Consumables	Open	
2.2	Promotional Material, Event Services & Branded Packaging	Open	
2.3	Supply of Hardware & Electrical Materials	Open	
2.4	Supply of Stationery, Printing and General Office Equipment	Reserved for AGPO Firms	
2.5	Supply of PPE's ( including First Aid Kits)	Open	
	<b>CATEGORY 3: SERVICES</b>		
3.1	Fumigation services	Open	
3.2	Sanitary services	Open	
3.3	Supply and Service of Fire-fighting Equipment	Open	
3.4	Repair and Maintenance of Air Conditioning Systems	Open	
3.5	Catering services	Open	
3.6	Car Hire Services	Open	
3.7	Repair and Servicing of Office Equipment	Open	
3.8	Office Furnishings and Fittings	Open	
3.7	Provision of Water services	Open	

**REGISTRATION FORM**

Date: \_\_\_\_\_

Registration Number and Name: \_\_\_\_\_

**To:**

Kenya Power,  
Stima Plaza,  
Kolobot Road, Parklands,  
P.O Box 30099 – 00100,  
Nairobi, Kenya.

Dear Sirs and Madams,

1. Having read, examined and understood the Registration Document including all Addenda, the receipt of which is hereby duly acknowledged, we, the undersigned Tenderer, offer to perform, deliver, install and commission *(the latter two where applicable)*  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
*(insert services description)* in accordance and conformity with the said tender document and in particular the Schedule of Prices that are made part of this Tender.
2. We undertake, if our Registration is accepted, to perform and provide the services in accordance with the Schedule of Requirements.
3. We understand that you are not bound to accept any Registration you may receive.

Name of Applicant  
\_\_\_\_\_

Name and Designation of authorised person signing the Registration  
\_\_\_\_\_

Signature of authorised person signing the Registration

---

Stamp of Applicant and date

---

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

All Applicants 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. Applicants are advised that it is a serious offence to give false information on this form.

**Part 1 – General**

Business Name.....

Location of business premises.....

Plot No. ....Street/ Road .....

Postal Address ..... Postal Code .....

Tel No.....

Facsimile.....

Mobile and CDMA 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 Applicant’s contact person(s) .....

Designation of the Applicant’s contact person(s) .....

Address, Tel, Fax and E-mail of the Applicant’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 Applicant  
.....

Designation of the duly authorized person.....

Signature of the duly authorized person.....



**\*NOTES TO THE APPLICANTS ON THE QUESTIONNAIRE**

1. *The address and contact person of the Applicant provided above shall at all times be used for purposes of this registration.*
2. *The details on this Form are essential and compulsory for all Applicants.*  
**Failure to provide all the information requested shall lead to the Applicant's disqualification.**
3. *For foreign Applicants please give the details of nominal and issued share capital in the currency of the country of origin of the Applicant.*

## **DECLARATION FORM**

Date \_\_\_\_\_

**To:**

The Kenya Power & Lighting Company Limited,

P.O Box 30099 – 00100,

Stima Plaza, Kolobot Road, Parklands,

Nairobi,

KENYA.

Ladies and Gentlemen,

The Applicant i.e. (full name and complete physical and postal address) \_\_\_\_\_

\_\_\_\_\_ declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/We or any director of the firm or company is not a person within the meaning of paragraph 3.2.3 and 3.2.4 of ITT (Eligible Applicants) of the Instruction to Applicants.
- d) That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- e) That I/We do hereby confirm that all the information given in this Registration is accurate, factual and true to the best of our knowledge.
- f) That I/ We are not associated with any other Applicant participating in this Registration.

Yours sincerely,

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of duly authorised person signing the Registration

\_\_\_\_\_  
Name and Designation of duly authorised person signing the Registration

\_\_\_\_\_  
Stamp or Seal of Applicant