



**Kenya Power**

**REGISTRATION OF SUPPLIERS RFX No.  
3800000019**

**ALL POTENTIAL SUPPLIERS**

**(ELECTRONIC REGISTRATION OF SUPPLIERS FOR GOODS)**

**DECEMBER, 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 and 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 transverse 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)**

<b>I. GOODS</b>	<b>AREA OF INTEREST (TICK APPROPRIATELY)</b>	<b>COUNTY OF REGISTRATION/ INTEREST</b>
<b><u>CATEGORY 1: CABLES &amp; CABLE ACCESSORIES</u></b>		
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)		
<b><u>CATEGORY 2: CONDUCTORS &amp; CONDUCTOR ACCESSORIES</u></b>		
2.1 CONDUCTORS		
2.2 CONDUCTOR ACCESSORIES (OVERHEAD LINE FITTINGS)		
2.3 EARTH RODS & THEIR CONNECTORS		
<b><u>CATEGORY 3: SWITCHGEAR &amp; CONTROLGEAR</u></b>		
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 RECLOSERS & AUTO LOAD TRANSFER SWITCH		
3.5 RING MAIN UNITS (RMU)		
3.6 ISOLATORS, AIR BREAK SWITCHES, DISCONNECTORS		
3.7 SERVICE TURRETS		
<b><u>CATEGORY 4: METERS &amp; METERING EQUIPMENT</u></b>		
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		
<b><u>CATEGORY 5: INSULATORS</u></b>		
5.1 INSULATORS: Porcelain/Composite (shackle, post, pin, tension, suspension, spindles)		
5.2 INSULATION TAPES		
5.3 IMPREGNATED FABRIC TAPES (DENSYL TAPES)		
<b><u>CATEGORY 6: STEEL STRUCTURES &amp; FASTENERS</u></b>		
6.1 BOLTS & NUTS (FASTENERS) <i>(Bolt &amp; 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)		
<b><u>CATEGORY 7: POLES</u></b>		
7.1 WOODEN POLES		
7.2 CONCRETE POLES		
7.3 STEEL POLES		
<b><u>CATEGORY 8: TRANSFORMERS</u></b>		
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		
<b><u>CATEGORY 9: OTHER SUBSTATION MATERIALS &amp; EQUIPMENT/ACCESSORIES</u></b>		
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		
<b><u>CATEGORY 10: UNIFORMS &amp; PERSONAL PROTECTIVE EQUIPMENT (SAFETY WEAR)</u></b>		
10.1 MEASURED UNIFORMS		

10.2 PROTECTIVE CLOTHING		
10.3 SAFETY WEAR (PPEs)		
<b><u>CATEGORY 11: STREET LIGHTING</u></b>		
<b><u>CATEGORY 12: TOOLS &amp; EQUIPMENT</u></b>		
<b><u>CATEGORY 13: OFFICE/GENERAL EQUIPMENT</u></b>		
<b><u>CATEGORY 14: STATIONERY &amp; PRINTED MATERIALS</u></b>		
<b><u>CATEGORY 15: TONERS</u></b>		
<b><u>CATEGORY 16: FUELS</u></b>		
<b><u>CATEGORY 17: PROMOTIONAL &amp; EVENTS MATERIALS</u></b>		
<b><u>CATEGORY 18: ICT MATERIALS</u></b>		
<b><u>CATEGORY 19: NEWSPAPERS</u></b>		
<b><u>CATEGORY 20: GROCERIES, MILK, BREAD, MEAT &amp; MEAT PRODUCTS</u></b>		
<b><u>CATEGORY 21: FURNITURE</u></b>		
<b><u>CATEGORY 22: OFF- GRID SPARES &amp; EQUIPMENT</u></b>		
<b><u>CATEGORY 23: TRANSFORMER OIL</u></b>		





<b><u>I. GOODS</u></b>
<b><u>CATEGORY 2: CONDUCTORS &amp; CONDUCTOR ACCESSORIES</u></b>
<b><u>MANDATORY REQUIREMENTS</u></b>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer’s drawings.
Test reports for the various items of interest.
A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya

<b><u>I. GOODS</u></b>
<b><u>CATEGORY 3: SWITCHGEAR &amp; CONTROLGEARS</u></b>
<b><u>MANDATORY REQUIREMENTS</u></b>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer's drawings.
Test reports for the various items of interest.
A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya

<b>I. GOODS</b>
<b>CATEGORY 4: METERS &amp; METERING EQUIPMENT</b>
<b>MANDATORY REQUIREMENTS</b>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer’s drawings.
Test reports for the various items of interest.
A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya

<b>I. GOODS</b>
<b><u>CATEGORY 5: INSULATORS</u></b>
<b><u>MANDATORY REQUIREMENTS</u></b>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer’s drawings.
Test reports for the various items of interest.
A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya





**I. GOODS****CATEGORY 8: TRANSFORMERS****1.1 Membership in Trade Associations and Office Locations**

**1.2.1** Are you a member of a manufacturing/trade association, guild or other

Competent industry organization? Yes/ No.

If yes please state.

**1.2.2** Please provide Copy of Business Permit or Equivalent.

**3.1.2** What are the tools, equipment and machinery which demonstrates your manufacturing capacity

Process stage	Production capacity	List of equipment	List of tools	List of machinery
Core cutting assembly				
Winding				
LV				
HV				
Oil filling/filtration				
Drying				
Fabrication				
Painting				

**2.1**

**2.1.1** Is your quality assurance system certified (e.g. ISO 9001, ISO 14001, and OSHSAS)?

Yes No

If yes , provide certificate(s)

**3.1 Machinery and Testing Equipment**

Do you have a test bay/bench/equipment for performing the following tests?

Routine tests according to EN 60076-1 Yes No

Partial discharge measurement Yes No

Short Circuit protection in accordance with EN 60076-5 Yes No

Sound measurement according to EN 60076-10 Yes No

Lightning impulse voltage in accordance with EN 60076-3 Yes No

Temperature rise according to EN 60076-2 Yes No

Transformer-Pressure test in accordance with EN 60076-13 Yes No

3.1.2 Are type test certificates from accredited entities present? Yes No

(If yes add accreditation certificate).

3.1.3 Can all unit and type tests be performed according to our specifications?

Yes No. If yes please attach a sample of a test protocol.

3.1.6 Which test equipment do you use for the individual unit and type tests?

Test	Instrument (Make, Serial No.	Calibration Status
Insulation resistance		
Winding resistance		
No-load loss		
Load loss & impedance voltage		
Sound level measurement		
Lightning impulse		
Paint thickness		
Galvanisation		
Tank thickness		
Oil BDV		
Partial discharge measurement		
Temperature rise test		

#### 4.1 REFERENCE LIST

4.1.1 Give a list of previous customers to whom you have supplied the Transformers to before. Provide copies of

Contracts, Orders, Referrals etc.



<b><u>I. GOODS</u></b>
<b><u>CATEGORY 9: OTHER SUBSTATION MATERIALS &amp; EQUIPMENT/ACCESSORIES</u></b>
<b><u>MANDATORY REQUIREMENTS</u></b>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer's drawings.
Test reports for the various items of interest.
A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya

<b><u>I. GOODS</u></b>
<b><u>CATEGORY 10: UNIFORMS &amp; PERSONAL PROTECTIVE EQUIPMENT (SAFETY WEAR)</u></b>
<b><u>MANDATORY REQUIREMENTS</u></b>
The Manufacturers Authorization and Warranty.
Catalogues & Brochures or Manufacturer’s drawings.
Test reports for the various items of interest.
A copy of accreditation certificate for the testing laboratories as per ISO/IEC 17025.
Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya

<b>I. GOODS</b>
<b>CATEGORY 11: STREETLIGHTING</b>
<b>MANDATORY REQUIREMENTS</b>
Four references from at least four previous suppliers.
Copies of previous supplies for at least 2 years.







<b><u>I. GOODS</u></b>
<b><u>CATEGORY 16: FUELS</u></b>
Type Test Certificates & their reports.
License from ERC.
A copy of accreditation certificate from testing laboratory as per ISO/IEC 17025.
Valid & Current ISO certificate.







**I. GOODS****CATEGORY 22 : OFF- GRID SPARES & EQUIPMENT****The Mandatory requirements are as follows:-**

- Attach documents for Engine Type manufacturer, appointed dealer, Sub-dealer or Agent.
- Manufacturer's Authorization as a Proof of dealership or Sub-dealership or Agent

**i) The Spares & Equipment's are as follows:-****a) Off – Grid Spares**

- *Cummins Spare*
- Perkins Spares
- *Deutz Spare Parts*
- *Wartsila Spare Parts*
- *ABC Spare Parts*
- *Volvo Spare Parts*

**b) Equipment include:-**

- Alfa Laval Separators
- Turbo Chargers
- LT 55 Compressors

**Electrical Spares, Power Cables & Fittings and Mechanical parts Cables Switches:-**

- Electrical Spares, power cables & Fittings and mechanical parts cables switches.

**Solar PV Panels & Solar System Accessories**

- Solar PV panels & solar system accessories.

**Wind Turbine System and its Accessories**

- Electrical Spares, power cables & Fittings and mechanical parts, cables & switches

**Consumables Spares**

- Filters & specialized high pressure hose pipes.



