



**REGISTRATION OF SUPPLIERS FOR PROVISION OF ASSORTED GOODS, WORKS
AND SERVICES IN MT. KENYA REGION.**

KP5/9A/3/3/03/25-26

ALL POTENTIAL SUPPLIERS

**(ELECTRONIC REGISTRATION OF SUPPLIERS)
FEBRUARY 2026**

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

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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 for supply of off grid spare parts works and services. 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 Tender detailing the requirements may be obtained from the KPLC E- Procurement Portal beginning from 3rd February 2026.

1.3 Submission of Registration documents

1.3.1 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 are to be done ONLINE on or before the submission date and time indicated on the KPLC e-procurement portal found on KPLC website www.kplc.co.ke.

1.4 Opening of submitted Registrations

Registrations will be opened promptly thereafter.

INTRODUCTION

Dear Prospective Supplier,

The Kenya Power and Lighting Co. PLC intends to register candidates for Supply of various Transport related Goods, Works and Services in Nairobi & its environs.

1. Description of Kenya Power & Lighting Company PLC and our Core Business

1.1 The Kenya Power and Lighting Company PLC (KPLC) is a majority state owned (50.1% Government and 49.9% private) Company that is publicly listed at the Nairobi Stock Exchange (NSE). It owns and operates electricity distribution and transmission system in the country and sells electricity customers. The Company's vision is to be Kenya's energy solutions provider of choice by providing quality and reliable service to power people for better lives and enable the country's socio-economic development in a sustainable manner. Its core mandate and business is distribution and retail of electricity purchased in bulk from licensed generators, i.e., plan for sufficient electricity generation and transmission capacity to meet demand; build and maintain the power distribution and transmission network and retail electricity to its customers.

1.2 Our Vision is "*Energy solutions provider of choice*".

1.3 Our Mission is "*Powering people for better lives by innovatively securing business sustainability.*"

1.4 Our Core Values are developed to support the Company's Mission. These Values are Customer First, One Team, Passion, Integrity Excellence and Accountability.

1.5 Quality Policy

The Kenya Power & Lighting Plc. is committed to provide cost effective, reliable and quality power that delights customers and betters people's lives. In pursuit of this undertaking, suitable technologies and innovations shall be embraced to improve power network and customer service. Quality objectives based on the Corporate Strategic plan shall be established at relevant functions, levels and processes within the organization. The Board, Management and staff of Kenya Power are committed to effective implementation and continuous improvement of the Quality Management System that complies with ISO9001:2015 standard and other applicable requirements

2. Categories for Registration

The various categories of Goods, Works and Services are as indicated in the category schedule below. Candidates are expected to study and thereafter choose/indicate their area of interest. This is mandatory.

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 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 are to be done ONLINE on or before the submission date and time indicated on the KPLC e-procurement portal found on KPLC website www.kplc.co.ke.

4. 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. Aim is 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 II - SUBMISSION CHECKLIST

No.	Item
1.	Company Profile
2.	Duly filled and signed Letter of Application.
3.	Declaration Form
4.	Copy of PIN Certificate
5.	Copy of Valid Tax Compliance Certificate
6.	Company or Firm's Registration Certificate
7.	Copy of Valid AGPO Certificate (where applicable)
8.	Certificate of Confirmation of Directors and Shareholding (C.R. 12) (where applicable)
9.	Duly filled Confidential Business Questionnaire.
10.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.
11.	<p>Submission of Names with full contact as well as physical addresses of previous customers of similar goods/ works/ services and two (2) LPOs/ completion certificates issued within the last 5 - years confirming completion of orders on schedule by tenderer from KPLC or from at least two (2) other public entities issued within the last 3-years confirming satisfactory performance by the bidder in supply of similar items, works or services.</p> <p>N.B: The LPOs or reference letters <u>must</u> be relevant to the category (ies) applied for.</p>
12.	<p>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.</p> <p><i>(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).</i></p>
13.	<p>Notwithstanding the above, considering any outstanding orders for four (4) or more months and/or Supplier Performance Review Scheme (SPRS) where applicable.</p> <p>NB: Bidders with a history of default in performance or unserved KPLC orders for four (4) or more months will not be considered for further evaluation unless they are within delivery schedule. This is in reference to orders that are not within the stipulated delivery period and the delay is not attributable to KPLC.</p>
14.	Copy of Contractor's Certificates of Registration for the relevant category.
15.	Any other document that you may deem necessary for the registration.

SECTION III - INSTRUCTIONS TO APPLICANTS

3.1 Eligible Applicants

3.1.1 An Applicant is eligible to bid for registration 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.

(h) Required to have registered in SRM tendering portal under Mt. Kenya Region as a potential supplier

(i) The registration is applicable to Local bidders/firms only.

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 Procuring Entity's employees, committee members, board members, and their relative (spouse and children) are not eligible to participate in this Registration.

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 for registration where: -

(a) such Applicant has declared any conflict of interest; and

- (b) during bidding, 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.

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 registration document.

SECTION IV- SCHEDULE OF CATEGORIES

(a) *Brief Details of the Proposed Categories for goods, services and works in Mt. Kenya Region.*

Category No.	Category Description
Category – 01	Supply of Drinking Water and Beverages Includes bottled drinking water, bowser (bulk) water, beverage items, and related consumables.
Category – 02	Supply of Catering, Kitchen Items, and Consumables Covers kitchen utensils, catering supplies, food-service consumables, and related items.
Category – 03	Provision of Cleaning, Sanitation, Fumigation, and Pest Control Services Encompasses general cleaning services, fumigation, pest control, hygiene services, and related activities.
Category – 04	Supply and Delivery of ICT Equipment, Accessories, and Consumables Includes computers, peripherals, accessories, spare parts, networking equipment, and ICT-related consumables.
Category – 05	Civil Engineering, Building Works, and Maintenance Services Covers civil engineering works, building construction, renovations, and structural maintenance.
Category – 06	Supply and Delivery of Motor Vehicle Tyres, Tubes, Batteries, Accessories, and Automotive Consumables Consolidates tyres, tubes, batteries, distilled water, and other vehicle-related accessories and consumables.
Category – 07	Supply of Cleaning Agents, Detergents, and Hygiene Products Includes bar soap, liquid detergents, disinfectants, and related cleaning and hygiene materials.
Category – 08	Supply and Delivery of Construction Materials and Pre-Cast Products Covers hardware materials, building materials, paints, stay blocks, concrete, and other pre-cast products.
Category – 09	Supply of Chemicals, First Aid, and Safety-Related Items Includes first aid kits and supplies, herbicides, pesticides, and other approved chemicals.
Category – 10	General Works, Repairs, Plumbing, and Maintenance Services Encompasses small works, general repairs, plumbing services, and routine maintenance.
Category – 11	Supply of Stationery, Printing, Binding, and Related Services Covers office stationery, printing, photocopying, binding, and related services.
Category – 12	Supply and Hire of Event Equipment and Related Services Includes tents, chairs, public address systems, event-related printing, and associated goods and services.

(b) **Additional registration requirement.**

Category No.	Category Description	Eligible Group
Category – 01	Supply of Drinking Water and Beverages Includes bottled drinking water, bowser (bulk) water, beverage items, and related consumables.	Special groups
Category – 02	Supply of Catering, Kitchen Items, and Consumables Covers kitchen utensils, catering supplies, food-service consumables, and related items.	Special groups
Category – 03	Provision of Cleaning, Sanitation, Fumigation, and Pest Control Services Encompasses general cleaning services, fumigation, pest control, hygiene services, and related activities.	General bidders
Category – 04	Supply and Delivery of ICT Equipment, Accessories, and Consumables Includes computers, peripherals, accessories, spare parts, networking equipment, and ICT-related consumables.	Special groups
Category – 05	Civil Engineering, Building Works, and Maintenance Services Covers civil engineering works, building construction, renovations, and structural maintenance.	General bidders
Category – 06	Supply and Delivery of Motor Vehicle Tyres, Tubes, Batteries, Accessories, and Automotive Consumables Consolidates tyres, tubes, batteries, distilled water, and other vehicle-related accessories and consumables.	General bidders
Category – 07	Supply of Cleaning Agents, Detergents, and Hygiene Products Includes bar soap, liquid detergents, disinfectants, and related cleaning and hygiene materials.	Special groups
Category – 08	Supply and Delivery of Construction Materials and Pre-Cast Products Covers hardware materials, building materials, paints, stay blocks, concrete, and other pre-cast products.	General bidders
Category – 09	Supply of Chemicals, First Aid, and Safety-Related Items Includes first aid kits and supplies, herbicides, pesticides, and other approved chemicals.	Special groups
Category – 10	General Works, Repairs, Plumbing, and Maintenance Services Encompasses small works, general repairs, plumbing services, and routine maintenance.	Special groups
Category – 11	Supply of Stationery, Printing, Binding, and Related Services Covers office stationery, printing, photocopying, binding, and related services.	Special groups
Category – 12	Supply and Hire of Event Equipment and Related Services Includes tents, chairs, public address systems, event-related printing, and associated goods and services.	Special groups

Key: (a) **General Bidders:** Regular/ General firms only.

(b) **Special Groups:** Youth, Persons with Disability and Women (with valid AGPO certificate)

(c) **Registration area(s) of interest.**

- **Important note:** Only chosen categories will be considered – *Tick as Appropriate.*

Category No.	Category Description	Areas of interest (Tick appropriately)
Category – 01	Supply of Drinking Water and Beverages Includes bottled drinking water, bowser (bulk) water, beverage items, and related consumables.	
Category – 02	Supply of Catering, Kitchen Items, and Consumables Covers kitchen utensils, catering supplies, food-service consumables, and related items.	
Category – 03	Provision of Cleaning, Sanitation, Fumigation, and Pest Control Services Encompasses general cleaning services, fumigation, pest control, hygiene services, and related activities.	
Category – 04	Supply and Delivery of ICT Equipment, Accessories, and Consumables Includes computers, peripherals, accessories, spare parts, networking equipment, and ICT-related consumables.	
Category – 05	Civil Engineering, Building Works, and Maintenance Services Covers civil engineering works, building construction, renovations, and structural maintenance.	
Category – 06	Supply and Delivery of Motor Vehicle Tyres, Tubes, Batteries, Accessories, and Automotive Consumables Consolidates tyres, tubes, batteries, distilled water, and other vehicle-related accessories and consumables.	
Category – 07	Supply of Cleaning Agents, Detergents, and Hygiene Products Includes bar soap, liquid detergents, disinfectants, and related cleaning and hygiene materials.	
Category – 08	Supply and Delivery of Construction Materials and Pre-Cast Products Covers hardware materials, building materials, paints, stay blocks, concrete, and other pre-cast products.	
Category – 09	Supply of Chemicals, First Aid, and Safety-Related Items Includes first aid kits and supplies, herbicides, pesticides, and other approved chemicals.	
Category – 10	General Works, Repairs, Plumbing, and Maintenance Services Encompasses small works, general repairs, plumbing services, and routine maintenance.	
Category – 11	Supply of Stationery, Printing, Binding, and Related Services Covers office stationery, printing, photocopying, binding, and related services.	
Category – 12	Supply and Hire of Event Equipment and Related Services Includes tents, chairs, public address systems, event-related printing, and associated goods and services.	

SECTION V – QUALIFICATION REQUIREMENTS / EVALUATION REQUIREMENTS

a) For candidates classified as Youth, Persons with Disability and Women: -

Table-A.

No.	Item	Score
1.	Valid AGPO certificate	100
2.	Pass mark	100

b) Applicable to General Bidders only (excluding the Youth, Persons with Disability and Women duly registered under AGPO). Candidates shall be required to submit the following mandatory qualification documents.

No.	Item
1.	Company Profile
2.	Duly filled and signed Letter of Application.
3.	Declaration Form
4.	Copy of PIN Certificate
5.	Copy of Valid Tax Compliance Certificate
6.	Company or Firm's Registration Certificate
7.	Copy of Valid AGPO Certificate (where applicable)
8.	Certificate of Confirmation of Directors and Shareholding (C.R. 12) (where applicable)
9.	Duly filled Confidential Business Questionnaire.
10.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.
11.	Submission of Names with full contact as well as physical addresses of previous customers of similar goods/ works/ services and two (2) LPOs/ completion certificates issued within the last 5 - years confirming completion of orders on schedule by tenderer from KPLC or from at least two (2) other public entities issued within the last 3-years confirming satisfactory performance by the bidder in supply of similar items, works or services. N.B: The LPOs or reference letters <u>must</u> be relevant to the category (ies) applied for.

12.	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. <i>(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).</i>
13.	Notwithstanding the above, considering any outstanding orders for four (4) or more months and/or Supplier Performance Review Scheme (SPRS) where applicable. NB: Bidders with a history of default in performance or unserved KPLC orders for four (4) or more months will not be considered for further evaluation unless they are within delivery schedule. This is in reference to orders that are not within the stipulated delivery period, and the delay is not attributable to KPLC.
14.	Copy of Contractor's Certificates of Registration for the relevant category.
15.	Any other document that you may deem necessary for the registration.

- **Notes to the preliminary evaluation criteria:** Where the applicant's offer fails to satisfy any one or more of the requirements as per the Criteria in **Table-A & Table-B** (above) respectively, that applicant will be declared to have failed on Mandatory Preliminary Requirements leading to disqualification.

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

Note*: Attach evidence of previous work/ experience to support your application.

- *The KPLC may carry out due diligence to ascertain the above details.*

SECTION VI- STANDARD FORMS
APPLICATION FORM

Date:
Registration No.

To:

The Kenya Power & Lighting Company Plc,
Stima House, Nyeri,
P.O Box 109, Nyeri.

Ladies and Gentlemen,

1. Having read, examined and understood all of the Registration information provided in the Registration Document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply to be registered by yourselves as a potential bidder for the item(s) as indicated by us in Section IV Registration of Interest (Categories of Interest).
2. We agree to abide by this Registration for a **period of 180 days** from the date fixed for Registration opening as per the Registration Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit KPLC to any actual Registration or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made and the information provided in our Registration document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate

Name and Capacity of authorised person signing the Application

Signature of authorised person signing the Registration

Stamp or Seal of Candidate

NOTES:-

1. KPLC requires a validity period of at least one hundred and eighty (180) days.
2. This form must be duly signed, stamped and/or sealed.

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.

<p>Part 1 – General</p> <p>Business Name.....</p> <p>Location of business premises.....</p> <p>Plot No.Street/ Road</p> <p>Postal Address Postal Code</p> <p>Tel No.....</p> <p>Facsimile.....</p> <p>Mobile and CDMA No.....</p> <p>E-mail:.....</p> <p>Nature of your business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any time KSh.....</p> <p>Name of your BankersBranch... ..</p> <p>*Names of Applicant’s contact person(s)</p> <p>Designation of the Applicant’s contact person(s)</p> <p>Address, Tel, Fax and E-mail of the Applicant’s contact person(s)</p> <p>.....</p> <p>.....</p>

Part 2 (a) Sole Proprietor

Your name in full
NationalityCountry 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 curr/ency 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 3.1.3 and 3.1.4 of ITA (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