



**ELECTRONIC REGISTRATION OF SUPPLIERS FOR NORTH RIFT
REGION.
FOR PROVISION OF GOODS, WORKS AND SERVICES
FOR FINANCIAL YEAR 2026/2027 AND 2027/2028.**

KP8/9A/NR/OT/003/25-26

FEBRUARY 2025

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 are 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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A. INTRODUCTION

Dear Prospective Supplier,

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

1.1 The Kenya Power & Lighting Company PLC (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 “Powering people for better lives by innovatively securing business sustainability”**

1.4 **Our Mission is “Energy solutions provider of choice.”**

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 9 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 regions (**Nairobi North, Nairobi south and Nairobi West,**) **Central Office** with its main office in Stima Sacco Plaza (*KPLC Hq*), 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 traverse all the 47 counties of the Republic of Kenya.

- 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 – MANDATORY 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 for Disadvantaged groups. Person with disability (PWD) shall submit National Council with people with disability card.	
3.	Company or Firm's Registration Certificate / Certificate of Incorporation	
4.	PIN Certificate	
5.	Valid Tax Compliance Certificate	
6.	Valid Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent for those with registered companies or Registration of Business name Certificate.	
7.	Valid business permit.	
8.	Valid lease agreements.	
9.	Audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months from the date of the tender document accompanied by valid Auditors / Audit Firm ICPAK practicing license. <i>(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).</i>	
10.	Submit Names with full contact as well as physical addresses of previous customers of similar Goods and Reference Letters or Completion Certificates from KPLC and/or at least Two (2) previous customers confirming satisfactory performance. Bidders must attach corresponding Local Purchase Orders for goods and completion certificates for works.	
11.	Bidders must be registered with eGP and must provide eGP registration number.	
12.	Any other document that may deem necessary for the registration	

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

NO	CATEGORIES	AREA OF INTEREST (TICK APPROPRIATELY)
1	GROUP 1: General Suppliers	
2	GROUP 2: Women	
3	GROUP 3: Youth	
4	GROUP 4: People With Disability (PWD)	
5	CATEGORY 1:Precast materials <ul style="list-style-type: none"> • Stay Blocks Concrete • Hatari Slabs 	
6	CATEGORY 2: Bar Soap and Chemicals	
7	CATEGORY 3: <ul style="list-style-type: none"> • Office Stationery • Printing • Binding Material • Toners & General Equipment 	
8	CATEGORY 4: ICT Materials	
9	CATEGORY 5: ICT Services <ul style="list-style-type: none"> • LAN Infrastructure. • DRC Access Control. • UPS Upgrade, Routers and Switches. • Scada Security. • Fiber Services. • Air Conditioning Scada and Radio Repeaters. • Structured Cabling Services. 	
10	CATEGORY 6: Supply Of milk and Beverages	
11	CATEGORY 7: Office Furniture & Equipment	
12	CATEGORY 8: <ul style="list-style-type: none"> • Hardware Materials. • Electrical Materials. • Plumbing Materials. • Building Materials. 	
13	CATEGORY 9: Electrical Works	
14	CATEGORY 10: Building Works;	
14	CATEGORY 11 Road/Civil Works	
16	CATEGORY 12: Fumigation	
17	CATEGORY 13: Exhausting Services	
18	CATEGORY 14: Sanitary Services	

19	CATEGORY 15: Service Maintenance Of Generators, Air-condition	
20	CATEGORY 16: Routine Maintenance comprising of Plumbing, Electrical, Masonry & Carpentry	
21	CATEGORY 17: Promotional and Event Materials	
22	CATEGORY 18: Hotel Services and conference facility	
23	CATEGORY 19: Provision of Tents , Tables, Chairs, Flowers & Décor Services	
24	CATEGORY 20: Fresh and Hard Water	
25	CATEGORY 21: Fire Fighting Equipment's, Service, Inspection & Supply.	
26	CATEGORY 22: Catering Services	
27	CATEGORY 23: Event Organizers	
28	CATEGORY 24: Supply of Cakes	
29	CATEGORY 25: Provision of Photography Videography Services	
30	CATEGORY 26: Provision of DJ, PA & MCEE Services	
31	CATEGORY 27: First Aid Kits & Accessories	
32	CATEGORY 28: Signage	
33	CATEGORY 29: Window Graphics	
34	CATEGORY 30: Toners & Cartridges	
35	CATEGORY 31: Drinking Water	
36	CATEGORY 32: Tyres & Tubes	
37	CATEGORY 33: Supply of Batteries	
38	CATEGORY 34: Tools and Equipment's	
39	CATEGORY 35: Crane Spares, Electrical Plant Spares, Oven Spares, Oil Filtration Machine Spares, Oil Pump Spares.	

SECTION III**ADDITIONAL MANDATORY REQUIREMENTS FOR REGISTRATION**

MANDATORY REQUIREMENTS
GROUP 2: Women <ul style="list-style-type: none"> • Valid AGPO Certificate
<u>GROUP 3: Youth</u> <ul style="list-style-type: none"> • Valid AGPO Certificate
<u>GROUP 4: People With Disability (PWD)</u> <ul style="list-style-type: none"> • Valid AGPO Certificate • National council with people with disability card.
<u>CATEGORY 1: Stay Blocks & Hatari Slabs</u> <ul style="list-style-type: none"> • The Manufacturers Authorization and Warranty for stay blocks and hatari slabs. • Catalogues & Brochures or Manufacturer's drawings, stay blocks and hatari slabs. • Test reports for stay block and hatari slabs. • Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya.
<u>CATEGORY 5: ICT Services</u> <ul style="list-style-type: none"> • NCA -Electrical • Contractors annual practicing license as per NCA • ICTA-Certification • Telecommunication Contractor License.
<u>CATEGORY 9 : Electrical Works</u> <ul style="list-style-type: none"> • Registration with NCA-Electrical • Electrical Contractors Annual practicing License
<u>CATEGORY 10: Building Works;</u> <ul style="list-style-type: none"> • Registration With NCA –Building Works • Contractors Annual Practicing License as per NCA
<u>CATEGORY 11: Road/Civil Works</u> <ul style="list-style-type: none"> • Registration with NCA –Road/Civil Woks • Contractors Annual Practicing License as per NCA
<u>CATEGORY 12: Fumigation</u> <ul style="list-style-type: none"> • Nema Certificate • Public health certificate
<u>CATEGORY 13: Exhausting Services</u> <ul style="list-style-type: none"> • Nema certificate for disposal • County government Authority for exhausting services.
<u>CATEGORY 14: Sanitary Services</u> <ul style="list-style-type: none"> • Public health certificate • NEMA Certificate
<u>CATEGORY 15: Service Maintenance of Generators, Air Conditioning</u> <ul style="list-style-type: none"> • Registration certificate from relevant body

<p>CATEGORY 18:Hotel Services</p> <ul style="list-style-type: none"> • Business permit • Ministry of Health License
<p>CATEGORY 21: Fire Fighting Equipment’s, Service, Inspection & Supply.</p> <ul style="list-style-type: none"> • County Fire Brigade Certification, • Certificate of National Industrial Training Accreditation (NITA)
<p>CATEGORY 22 : Catering Services</p> <ul style="list-style-type: none"> • Business permit • Ministry of Health License
<p>CATEGORY 23: Event Organizer (Décor services, DJ & MC,PA system, Local Entertainers)</p> <ul style="list-style-type: none"> • Catalogues & Brochures
<p>CATEGORY 25: Provision of Photography Videography Services</p> <ul style="list-style-type: none"> • Brochures and Catalogues
<p>CATEGORY 29: Window Graphics (Window tinting, vinyl window decals, perforated window decals)</p> <ul style="list-style-type: none"> • Catalogues and Brochures
<p>CATEGORY 30: Toners & Cartridges</p> <ul style="list-style-type: none"> • Must be accredited by the Manufacturer
<p>CATEGORY 31: Drinking Water</p> <ul style="list-style-type: none"> • Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya Brochures & Catalogue • A copy of accreditation certificate for the testing laboratories. • Manufacturer authorization by relevant government body.
<p>CATEGORY 32 : Tyres & Tubes</p> <ul style="list-style-type: none"> • Manufacturers Authorization • Brochures & Catalogue • Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya
<p>CATEGORY 33: Supply of Batteries</p> <ul style="list-style-type: none"> • Manufacturers Authorization • Brochures & Catalogue • Valid KEBS Diamond Mark of Quality Certificate or Standardization Mark Certificate for goods manufactured in Kenya