



TENDER NO. KP7/9A/OT/10/25-26

**REGISTRATION OF SUPPLIERS FOR CENTRAL RIFT REGION
FOR PROVISION OF GOODS, WORKS AND SERVICES FOR TWO (2) YEARS**

JUNE 2026

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:

THE KENYA POWER & LIGHTING COMPANY PLC
CENTRAL RIFT OFFICE, NAKURU,
ELECTRICITY HOUSE, MOI ROAD,
P.O. BOX 104-20100,
NAKURU, KENYA.

Telephones: 051-211594/5/6 Pilot Lines

Telephones: 254 -709-703263 Cellular

Facsimile: +254-20-3514485

Email: WNYachoti@kplc.co.ke

Email: Ekimwe@kplc.co.ke

Email: IAOgalo@kplc.co.ke

Website: www.kplc.co.ke

mail Procurement@kplc.co.ke

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 **Northeastern 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, PLC (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.

1. AGPO GROUP		
No.	Item required	Tick where applicable
1.	Company Profile	
2.	Valid Registration Certificate with the National Treasury or the respective County Treasury within which they operate for Disadvantaged groups. <ul style="list-style-type: none"> • People with disability(PWD) shall submit disability card from registering body - National Council with people with disability 	
3.	Company or Firm's Registration Certificate / Certificate of Incorporation	
4	Valid Tax Compliance Certificate	
2. OTHER GROUPS (GENERAL)		
No.	Item required	Tick where applicable
1	Valid Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent for those with registered companies or Registration of Business name Certificate.	
2	Company Profile	
3	Company or Firm's Registration Certificate / Certificate of Incorporation	
4	Valid Tax Compliance Certificate	
5	PIN certificate	
5	Valid business permit.	

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

CATEGORIES	AREA OF INTEREST (TICK APPROPRIATELY)
CATEGORY 1: Precast materials <ul style="list-style-type: none"> • Stay Blocks Concrete • Hatari Slabs 	
CATEGORY 2: Bar Soap and Chemicals	
CATEGORY 3: <ul style="list-style-type: none"> • Office Stationery; Toners & Cartridges • Printing • Binding Material • Toners & General Equipment 	
CATEGORY 4: Supply of Tyres & Tubes; Supply of Batteries	
CATEGORY 5: ICT Materials and 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. 	
CATEGORY 6: Supply Of Milk and Beverages	
CATEGORY 7: Office Furniture & Equipment	
CATEGORY 8: <ul style="list-style-type: none"> • Hardware Materials. • Electrical Materials. • Plumbing Materials. • Building Materials. 	
CATEGORY 9: Electrical Works; Building Works; Road/Civil Works	
CATEGORY 10: Fire Fighting Equipment's, Service, Inspection & Supply.	
CATEGORY 11: Fumigation services and Sanitary Services; Exhausting Services	
CATEGORY 12: Supply, Service, Maintenance Of Generators, Air-conditioners and Spares	
CATEGORY 13: Routine Maintenance comprising of Plumbing, Electrical, Masonry & Carpentry	

CATEGORY 14: Promotional and Event Materials Provision of Tents, Tables, Chairs, Flowers & Décor Services; Event Organizers; Provision of Photography Videography Services; Provision of DJ,PA & MC Services	
CATEGORY 15: Hotel Services and Conference Facilities; Catering Services; Supply of Cakes	
CATEGORY 16: Fresh and Hard Water; Drinking Water	
CATEGORY 17. Tools and Equipment; Crane Spares, Electrical Plant Spares, Oven Spares, Oil Filtration Machine Spares, Oil Pump Spares.	

Note: interested bidders must clearly show or select their areas of interest in writing from amongst the categories shown above. Failure to do so will lead to disqualification. **Use form A attached** to submit your areas/ categories in interest. You may as well tick in the space shown above against the selected category if you so wish.

FORM A (SAMPLE)

**To: MANAGING DIRECTOR & CEO
KENYA POWER
P. O. Box 30099-00100
NAIROBI**

RE: APPLICATION TO BE REGISTERED AS A SUPPLIER

Please find below our categories of interest in connection with the above shown invitation under **Ref No.KP7/9A/OT/SC/10/25-26.**

Note: The form may be expanded to accommodate as many categories as you wish.

No.	Category No.	Category Name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Attached please find the relevant documents and certificates in support of this application.

Yours sincerely,

Signature (Authorized person)

Company Name and rubber stamp: