Kenya Power

REGISTRATION OF SUPPLIERS FOR WESTERN REGION FOR PROVISION OF GOODS, SERVICES AND WORKS FOR A PERIOD OF TWO (2) YEARS.

OPEN TENDER NO: KP9/9A/OT/REG/008/26-27

ALL POTENTIAL SUPPLIERS & CONTRACTORS

(ELECTRONIC REGISTRATION OF SUPPLIERS / CONTRACTORS

FOR WORKS, SERVICES & GOODS FOR WESTERN REGION 2026-

2028

November, 2026

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

THE KENYA POWER & LIGHTING COMPANY PLC
WESTERN REGION,
ELECTRICITY HOUSE,
P.O. BOX 151 - 40100,
KISUMU,
KENYA.

Website: www.kplc.co.ke

Email 1: Gouma@kplc.co.

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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 Works, Services and Goods for Western 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 **10th November, 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 or before **1st December, 2026. at 10.00 am**. Vendors and Service Providers are required to visit the portal from time to time for revised closing dates and addenda.

1.4 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.

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 asa 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

No.	Item	Tick Where Applicable
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)	
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.	Any other document that you may deem necessary for the registration	
13.	Copy of Contractor's Certificates of Registration for the relevant category	

SUMMARY OF EVALUATION PROCESS

Evaluation of duly submitted registration will be based on submission of below **MANDATORY** items,

No.	Item	To be Uploaded (Mandatory requirement)
1.	Potential Supplier Registration in SRM Portal	
2.	Duly filled and signed Letter of Application	
3	Declaration Form	
4*	Copy of PIN Certificate	
5*	Copy of Valid Tax Compliance Certificate	
6	Copy of Company or Firm's Registration Certificate	
7	Copy of CR12	
8	Copy of Valid AGPO Certificate (where applicable)	
9	Copy of a Valid trade license or Business Permit	
10	*Submission and considering the Confidential Business Questionnaire:-* *a) Is fully filled.* *b) That details correspond to the related information in the bid.* *c) That the Tenderer is not ineligible as per paragraph 3.1.3 of the Instructions to Applicants (ITA.)*	
11.	KPLC Representative may conduct due diligence to ascertain the supplier or contractor capability including visiting their premises being part of evaluation.	

***NOTES ON EVALUATION PROCESS:-**

1. For Foreign Candidates please give the VAT Registration Certificate or its equivalent in the country of Candidate or a statement from the tax authorities in the Candidate's country of origin indicating that such certificate or its equivalent is not issued.
2. The approved Candidates shall be the one with the ones who comply with **ALL THE MANDATORY REQUIREMENTS** as outlined in the tender document.

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.

(h)** Required to have registered in SRM tendering portal under **Western Region as a potential supplier

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

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 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.

IV- REGISTRATION OF INTEREST

Part A - Brief Schedule of Details on Proposed Supply and Delivery of various goods, services and works for Western Region.

Item No.	Brief Description	Categories (General, women, youth and or PWD) *Please indicate.	*Candidate, please tick where interested
1.	Supply and Delivery of bottled drinking water		
2.	Supply and Delivery of tea ingredients and kitchen washing materials		
3.	Provision of Sanitary and Fumigation Services		
4.	Supply and Delivery of ICT equipment, accessories spares and other consumables		
5.	Contractors of civil engineering (building works and maintenance)		
6.	Supply and delivery of tyres/tubes and batteries for motor vehicles & motor cycles		
7.	Supply and delivery of bar soap and other liquid detergents		
8.	Supply and delivery of stay blocks and other concrete materials		
9.	Supply of hardware materials/building materials and paints		
10..	Supply and delivery of first aid items/ servicing of fire extinguishers and related services		
11.	Contractors of small works, general repairs, plumbing works and maintenance		
12.	Supply of stationeries/printing and binding services		
13.	Supply of tents/chairs/public address/printing jobs and related goods and services.		
14	Supply of handheld tools and equipment		
15	Supply of herbicides/pesticides and other related chemicals		
16	Provision of outside catering and hotel related services		

SECTION V- STANDARD FORMS

APPLICATION FORM

Date:
Registration No.

To:
The Kenya Power & Lighting Company Limited,

Western Region,
Electricity House – Kisumu,
P.O Box 151 – 40100,
Kisumu , Kenya.

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.
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.

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 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