RFx. No. 3000000470

REGISTRATION OF LAND VALUATION FIRMS FOR PROVISION OF VALUATION AND RELATED CONSULTANCY SERVICES ON "AS AND WHEN NEEDED BASIS" FOR A PERIOD OF TWO (2) YEARS.

TENDER NO: KP2/9A/OT/NS/HR&ADMIN/002/26-27

ALL POTENTIAL SUPPLIERS

(ELECTRONIC REGISTRATION OF SUPPLIERS OF

PROFESSIONAL LAND VALUATION FIRMS.

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
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SECTION I - INVITATION FOR REGISTRATION OF LAND VALUERS

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 professional Valuation firms. 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 **25th November 2026.**

1.2.2 **All potential suppliers must have registered in SRM tendering portal under Nairobi South Region for them to access the tender document.**

1.3 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 or before **16th 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.

1.5 Opening of submitted Registrations

Registrations will be opened promptly thereafter, in the presence of bidders or their representatives who choose to attend at Auditorium, Stima Plaza, Kolobot Road.

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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 be "The Energy Service Provider of Choice"**

1.4 **Our Mission is "Powering People for Better Lives by innovatively securing business sustainability."**

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. TheseValues are Customer First, One Team, Passion, Integrity and Excellence.

2. Organizational and Business Structure

2.1 Kenya Power & Lighting PLC is structured into 16 Divisions including 1 Institute and 8 Main Regions. Our headquarters is referred to as Central Office located at Stima Plaza, Kolobot Road, Parklands, Nairobi.

2.2 KPLC's operations are geographically split in eight (8) regions. **Nairobi** their main office in Electricity House, Harambee Avenue Nairobi Central Business District; **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, **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 transvers 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.

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 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.	Letter of Application	
3.	Declaration Form	
4.	Company or Firm's Registration Certificate	
5.	Certificate of Confirmation of Directors and Shareholding (C.R.12) for registered companies and if not a registered company a business name for those trading as a sole proprietor or a partnership registered under the Kenyan law.	
6.	Confidential Business Questionnaire (CBQ)	
7.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or Enterprise.	
8.	Copy of PIN Certificate	
9.	Valid Tax Compliance Certificate (KRA)	
10.	Registration and Current Practising Certificates from Valuers Registration Board (VRB) for the director(s).	
11.	Copy of membership issued by the Institution of **Surveyors of Kenya (ISK) VEMS Chapter**	
12.	Names with full contact as well as physical addresses of previous customers of similar services and reference letters from at least four (4) previous customers (The youth, persons with disabilities and women to provide four referees)	
13.	Any other document that you may deem necessary for the registration	

SUMMARY OF EVALUATION CRITERIA

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

No.	Item	To be Uploaded (Mandatory requirement)
1.	Company Profile	
2.	Potential Supplier Registration in SRM Portal	
3.	Letter of Application.	
4.	Declaration Form fully filled	
5.	Copy of PIN Certificate	
6.	Copy of Valid Tax Compliance Certificate (valid up-to at least the date of tender opening)	
7.	Copy of Company or Firm's Registration Certificate (Certificate of Incoporation)	
8.	Submit Copy of CR12 not issued earlier than 6 months from tender opening date	
9	Proof of registration with the Valuers Registration Board.	
10	Current Practising Certificates from Valuers Registration Board (VRB) for the director(s).	
11	Proof of membership with ISK for Director(s) and be of good standing (VEMS Chapter).	
12	*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 ITA (Instructions To Applicants)*	
13	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or Enterprise and national ID for sole proprietors	
14.	Names with full contact as well as physical addresses of previous customers of similar services and reference letters from at least four (4) previous customers (The youth, persons with disabilities and women to provide the four referees)	
15.	KPLC Representative may conduct due diligence to ascertain the supplier or contractor capability including visiting their premises being part of evaluation.	
16.	Submit current Professional indemnity insurance policy of not less than KES.20 Million.	

***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 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 andpractices.

(h) Required to have registered in SRM tendering portal under Nairobi South region as a potential supplier

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.

3.2.8 Applicants shall not be under declarations as prescribed at Section XIII.

3.2.9 Applicants who are not under these declarations shall complete the Declaration Form strictly in the form and content as prescribed at Section XIII.

3.2.10 Those that are under the Declaration as prescribed at Section XIII whether currently or in the past shall not complete the Form. They will submit asuitable Form giving details, the nature and present status of their circumstances

IV- REGISTRATION OF INTEREST

1. SERVICES REQUIRED

Part A - Brief Schedule of Details on Proposed **Registration of Suppliers for professional valuation firms**

Category	Description	Candidate, please tick where interested
3.1	Provision of Valuation and real estate services in the following areas:	
	✓ Market valuations and rental assessments ✓ Valuations for insurance purposes ✓ Carrying out due diligence in land registries ✓ Advice on prevailing land market conditions that may hinder smooth purchase of the property. ✓ Permitted User & confirmation that the plot is not set aside for public use. ✓ Sketch map/ Site Map etc. Due diligence on land parcels at survey of Kenya ✓ Confirmation with the roads authorities i.e. KURA, KENHA, KERRA or ministry of roads that there are no planned roads that might affect the subject property. ✓ Confirmation of any subsisting easements or rights of way over the land. ✓ Confirmation of the plot size ✓ Property Market survey upon request.	

Notes:
Once successfully registered, the list shall be valid for a period of two (2) years from the date of approval during which a tender for the services may be floated in order to enter into an actual contract.

SECTION V- STANDARD FORMS

APPLICATION FORM

Date:

Registration No.

To:
The Kenya Power & Lighting Company Limited,

Stima Plaza,
Kolobot Road, Parklands,
P.O Box 30099 – 00100,
Nairobi, 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 currency 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 3.2.3 and 3.2.4 of ITT (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 inthis 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