



REGISTRATION OF SUPPLIERS FOR PROVISION OF VARIOUS GOODS, WORKS AND SERVICES IN SOUTH NYANZA REGION

ALL POTENTIAL SUPPLIERS

(ELECTRONIC REGISTRATION OF SUPPLIERS)

OCTOBER 7th, 2024

The Kenya Power and Lighting Co. Ltd intends to register candidates for Provision of various Goods, Works and Services in South Nyanza Region (comprising Kisii, Nyamira, Homa Bay and Migori counties)

The various categories of Goods, Works and Services are as indicated in the attached category schedule and candidates are expected to study and thereafter choose/indicate their area of interest.

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 found on KPLC website www.kplc.co.ke.

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 Limited and our Core Business**

1.1 The Kenya Power & Lighting Company Limited (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 “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 KPLC 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. Under her are several departments, including the Legal Services Department.

2.2 KPLC's operations are geographically split in ten (10) 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 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 transverse 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 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 - SUBMISSION CHECKLIST & EVALUATION CRITERIA

No.	Item	Score (%)
1.	Company Profile	10
2.	Registration Certificate with the national treasury or the respective County treasury within which they operate	10
3.	Company or Firm's Registration Certificate	10
4.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of all Directors of the company or partners in the firm or enterprise.	5
5.	PIN Certificate	10
6.	Valid Tax Compliance Certificate	10
7.	Certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers)	10
8.	Names with full contact as well as physical addresses of previous customers of similar goods and reference letters from at least four (4) previous customers (The youth, persons with disabilities and women to provide the four referees from their manufacturer)	10
9.	Audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. (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).	10
22.	Only documents mentioned under this section i.e. checklist as well as the ones under various listed categories should be submitted as one PDF document alongside the tender document	5
23	Tender document should be submitted in PDF format as one document. Any non-conformity will not be acceptable.	10
	Passmark will be 70/100	100

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

I. GOODS	AREA OF INTEREST (TICK APPROPRIATELY)	COUNTY OF REGISTRATION/ INTEREST
CATEGORY 1: TOOLS & EQUIPMENT		
CATEGORY 2: OFFICE/GENERAL EQUIPMENT		
CATEGORY 3: STATIONERY & PRINTED MATERIALS		
CATEGORY 4: TONERS		
CATEGORY 5: SUPPLY OF PROMOTIONAL MATERIALS INCLUDING T-SHIRTS, BLOUSES AND SKIRTS		
CATEGORY 6: ICT ACCESSORIES		
CATEGORY 7: TEA INGREDIENTS/BEVERAGES		
CATEGORY 8: MILK		
CATEGORY 9: DRINKING WATER/REFRESHMENTS		
CATEGORY 10: PREFABRICATED ITEMS/STAY BLOCKS		
CATEGORY 11: SOAPS/DETERGENTS		
CATEGORY 12: HARDWARE MATERIALS		
CATEGORY 13: ELECTRICAL MATERIALS		
CATEGORY: SMALL WORKS & SERVICES		
CATEGORY 14: ROAD WORKS		
CATEGORY 15: BUILDING WORKS		
CATEGORY 16: ICT SERVICES		
CATEGORY 17: ELECTRICAL WORKS		
CATEGORY 18: EVENT MANAGEMENT SERVICES,INCLUDING SUPPLY OF TENTS,CHAIRS &PUBLIC ADDRESS SYSTEM		
CATEGORY 19: FUMIGATION SERVICES		
CATEGORY 20: SANITARY SERVICES		
CATEGORY 21: FIRE EXTINGUISHER SERVICES		
CATEGORY 22: CALIRATION OF TOOLS AND EQUIPMENT		

