



**REGISTRATION OF SUPPLIERS FOR SUPPLY OF TYRES AND TUBES IN TRANSPORT  
DEPARTMENT (SOUTH NYANZA)**

**KP11/9A.4/OT/TPT/02/24-25**

**ALL POTENTIAL SUPPLIERS**

**(ELECTRONIC REGISTRATION OF SUPPLIERS)**

**NOVEMBER 2024**

**Dear Prospective Supplier,**

The Kenya Power and Lighting Co. PLC intends to register candidates for Supply of tyres and tubes in South Nyanza Region.

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

1.1 The Kenya Power and Lighting Company PLC (KPLC) is a majority state owned (50.1% Government and 49.9% private) Company that is publicly listed at the Nairobi Stock Exchange (NSE). It owns and operates electricity distribution and transmission system in the country and sells electricity customers. The Company's vision is to be Kenya's energy solutions provider of choice by providing quality and reliable service to power people for better lives and enable the country's socio-economic development in a sustainable manner. Its core mandate and business is distribution and retail of electricity purchased in bulk from licensed generators, i.e., plan for sufficient electricity generation and transmission capacity to meet

demand; build and maintain the power distribution and transmission network and retail electricity to its customers.

1.2 Our Vision is *"Energy solutions provider of choice"*.

1.3 Our Mission is *"Powering people for better lives by innovatively securing business sustainability."*

1.4 Our Core Values are developed to support the Company's Mission. These Values are Customer First, One Team, Passion, Integrity Excellence and Accountability.

1.5 Quality Policy

The Kenya Power & Lighting Plc. is committed to provide cost effective, reliable and quality power that delights customers and betters people's lives. In pursuit of this undertaking, suitable technologies and innovations shall be embraced to improve power network and customer service. Quality objectives based on the Corporate Strategic plan shall be established at relevant functions, levels and processes within the organization. The Board, Management and staff of Kenya Power are committed to effective implementation and continuous improvement of the Quality Management System that complies with ISO 9001:2015 standard and other applicable requirements

## **2. Categories for Registration**

The various categories of Goods, Works and Services are as indicated in the category schedule below. Candidates are expected to study and thereafter choose/indicate their area of interest. This is mandatory.

## **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 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](http://www.kplc.co.ke) 11.12.2024 at 10:30am

## **4. 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. Aim is 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: REGISTRATION REQUIREMENT**

### **Part I: Submission Checklist**

No.	Item
1.	Company Profile
2.	Registration Certificate with the national treasury or the respective County treasury within business area
3.	Company or Firm's Registration Certificate
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.	PIN Certificate
6.	Valid Tax Compliance Certificate
7.	For limited companies, certificate of Confirmation of Directors and Shareholding (C.R. 12) or equivalent (for foreign tenderers)
8.	<p>Submission of Names with full contact as well as physical addresses of previous customers of similar goods/ works/ services and two (2) LPOs/ completion certificates issued within the last 3-years confirming completion of orders on schedule by tenderer from KPLC or from at least two (2) other public entities issued within the last 3-years confirming satisfactory performance by the bidder in supply of similar items, works or services.</p> <p><b>N.B: The LPOs or reference letters <u>must</u> be relevant to the category (ies) applied for.</b></p>
9.	<p>Audited Financial Statements.</p> <p>a) The audited financial statements must be those that are reported within eighteen (18) calendar months of the date of the tender document together with a copy of the Auditors/Audit Firm valid ICPAK practicing license.</p> <p><b>or</b></p> <p>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 (6) 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.</p>
10.	<p>Notwithstanding the above, considering any outstanding orders for four (4) or more months and/or Supplier Performance Review Scheme (SPRS) where applicable.</p> <p><b>NB:</b> Bidders with a history of default in performance or unserved KPLC orders for four (4) or more months will not be considered for further evaluation unless they are within delivery schedule. This is in reference to orders that are not within the stipulated delivery period and the delay is not attributable to KPLC.</p>

**Note:** Due diligence shall be carried to confirm authenticity of statutory documents. Firms that fail the due diligence exercise will be disqualified.

## **Part II: Categories Schedule**

<b>Category</b>	<b>Item/ Category description</b>
Category – 1	Supply of Tyres of all sizes
Category – 2	Supply of Tubes of all sizes

## **Part III: Additional Registration Eligibility**

<b>Category</b>	<b>Item/ Category description</b>	<b>Eligible Group</b>
Category – 1	Supply of Tyres of all sizes	All
Category – 2	Supply of Tubes of all sizes	All

**Key:** (a) **Regular:** Regular/ General candidates only.

(b) **Special Groups:** Youth, Persons with Disability and Women.

(c) **All:** Regular and Special Groups.

(d) **Manufacturers:** Local Manufacturers only.

## **Part IV – Registration Areas of Interest**

<b>Category</b>	<b>Item/ Category description</b>	<b>Area of Interest (Tick Appropriately)</b>
Category – 1	Supply of Tyres of all sizes	
Category – 2	Supply of Tubes of all sizes	

## **SECTION II - PRELIMINARY EVALUATION CRITERIA**

a) Candidates shall be required to submit the following mandatory documents;  
Table-A;

No.	Item	Score%
1.	Company Profile	10
2.	Valid Business Permit	10
3.	Company or Firm's Registration Certificate	10
4.	Photocopy of the Kenya National Identity Card or Valid Kenyan Passport of <b>all</b> Directors of the company or partners in the firm or enterprise.	5
5.	PIN Certificate	5
6.	Valid Tax Compliance Certificate	10
7.	Submission of a complete and current CR12 Form (dated within 12 months before date of tender opening) obtained from the Registrar of Companies showing the Directorship and their respective shareholding of the firm, and in case of a corporate shareholder, bidders must separately submit a CR12 Form of the corporate shareholder until all the human Directors and their shareholding are disclosed.	10
8.	Submission of Names with full contact as well as physical addresses of previous customers of similar goods/ works/ services and two (2) LPOs/ completion certificates issued within the last 3-years confirming completion of orders on schedule by tenderer from KPLC or from at least two (2) other public entities issued within the last 3-years confirming satisfactory performance by the bidder in supply of similar items, works or services. <b>N.B: The LPOs or reference letters <u>must</u> be relevant to the category (ies) applied for.</b>	10
9.	Audited Financial Statements. b) The audited financial statements must be those that are reported within eighteen (18) calendar months of the date of the tender document together with a copy of the Auditors/Audit Firm valid ICPAK practicing license. <b>or</b> c) 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 (6) 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
10.	Notwithstanding the above, considering any outstanding orders for four (4) or more months and/or Supplier Performance Review Scheme (SPRS) where applicable. <b>NB:</b> Bidders with a history of default in performance or unserved KPLC orders for four (4) or more months will not be considered for further evaluation unless they are within delivery schedule. This is in reference to	10

	orders that are not within the stipulated delivery period and the delay is not attributable to KPLC.	
	Only documents mentioned under this section i.e checklist should be submitted as one document in pdf and tender should be submitted as one document .any non-conformity will not be acceptable	5
11	Catalogues & Brochures	5
	<b>Pass mark will be 70/100</b>	<b>100</b>

b) For candidates classified as Youth, Persons with Disability and Women: -  
Table-B;

No.	Item	Score
1.	Valid AGPO certificate	100
2.	Pass mark will be 100/100	100

### **SECTION III – ADDITIONAL/ SPECIFIC AND SUMMARY REGISTRATION REQUIREMENTS**

The following is the minimum threshold for registration after satisfying the above requirements – per individual or a combination of categories: -

Category No.	Eligible Group	Qualification requirement
1&2	Regular	<ul style="list-style-type: none"> <li>• A copy of the manufacturer's authorization.</li> <li>• A copy of the manufacturer's ISO 9001 or copy of the KEBs diamond mark of quality for local manufacturers.</li> </ul>
	Special Groups	Valid AGPO certificate

**Any Queries and clarification should be directed to:**

THE KENYA POWER & LIGHTING COMPANY PLC

TRANSPORT SOUTH NYANZA REGION.

P.O. BOX 5, KISII

KENYA.

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E-mail 2: [OObisa@kplc.co.ke](mailto:OObisa@kplc.co.ke)

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