REGISTRATION OF SUPPLIERS IN NORTH EASTERN REGION FOR PROVISION OF GOODS, WORKS AND SERVICES FOR TWO (2) YEARS

KP10/9A/ROS/NER/01/26-27

OCTOBER 2026

Dear Prospective bidder,

Kenya Power & Lighting Company PLC invites interested and eligible suppliers, contractors and service providers to submit applications for **registration as a supplier for the provision of various Goods, Works and Services within the North Eastern Region for a period of two (2) years**.

The registration shall be undertaken in the various categories specified below. Interested and eligible firms are invited to apply for registration in the category or categories relevant to their areas of specialization and capacity.

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.

Any Queries ad clarification should be directed to:

Email 1. Jmaina@kplc.co.ke
2. lwairimu@kplc.co.ke
3. AWKamau@kplc.co.ke

Website: www.kplc.co.ke

A. INTRODUCTION

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 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.

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.

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 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 (AGPO) with the national treasury or the respective County treasury within which they operate for Disadvantaged groups. • 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	
6	Valid business permit (where applicable)	

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

CATEGORIES	AREA OF INTEREST (TICK APPROPRIATELY)
CATEGORY 1: Precast materials • Stay Blocks Concrete • Hatari Slabs	
CATEGORY 2: Bar Soap and Chemicals/Detergents	
CATEGORY 3: Stationery Materials	
CATEGORY 4: Supply of ICT Materials and accessories	
CATEGORY 5: Toners & Cartridges	
CATEGORY 6: Supply Of Milk	
CATEGORY 7: Kitchen Appliances	
CATEGORY 8: Tea Ingredients & Beverages	
CATEGORY 9: Office Furniture & Equipment's	
CATEGORY 10: Hardware and Building Materials.	
CATEGORY 11: Supply of Electrical Material and fittings	
CATEGORY 12: Supply of Plumbing Materials	
CATEGORY 13: Building and Construction	
CATEGORY 14: Electrical Works	
CATEGORY 15: Plumbing Services	
CATEGORY 16: Fire Fighting Equipment's	
CATEGORY 17: Fumigation Services	
CATEGORY 18: Exhausting Services	
CATEGORY 19: Sanitary Services	
CATEGORY 20: Routine Maintenance comprising Masonry & Carpentry Services	
CATEGORY 21: Provision of Event Materials, Tents, Tables, Chairs, Flowers, Décor Services, Event Organizers and promotion materials	
CATEGORY 22: Provision of Photography Videography Services; Provision of DJ, PA & MC Services	
CATEGORY 23: Supply of Cakes	
CATEGORY 24: Team building services	
CATEGORY 25: Supply of First Aid kits and Materials	
CATEGORY 26: Fresh and Hard Water; Drinking Water	
CATEGORY 27. Tools and Equipment's	

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-mentioned invitation under **Ref No.KP10/9A/ROS/NER/01/26-27.**

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

No.	Category No.	Category Name
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Yours sincerely,

Signature (Authorized person) ……..

Company Name and rubber stamp: …….