

## **SATSSB VENDOR REGISTRATION TERMS AND CONDITIONS**

### **A. INTRODUCTION**

1. Vendor registration purpose is to enable Senai Airport Terminal Services Sdn Bhd ("SATSSB") Purchasing to record and track vendor's performance and also to ensure competent vendor supplying goods and services to SATSSB.
2. Vendor contact and information may be acquired by Purchasing Unit as follows:
  - a. New walk in applicant registering their interest to become SATSSB vendor.
  - b. New vendor identified by SATSSB Purchasing either by means of online search, business directory or catalogue to participate in RFQ or Tender.
  - c. Recommended by end user / requester.
3. New vendor are not immediately required to register officially with SATSSB, but are encouraged to do so to ensure vendor's participation.
4. Registration is compulsory once vendor have received first Purchase Order (PO) and successfully delivering their goods or services.

### **B. PROCEDURES**

1. Applicant is allowed to choose maximum five (5) supply codes associated with their core business trade. Additional supply codes requested to be added to applicant's business trade will be charged RM50 per code.
2. Applicant is to submit for registration duly completed forms as follows:
  - a. SATSSB Vendor Registration Form
  - b. SATSSB Vendor Supply Code Application Form
  - c. A process fee of RM100 or more subject to vendor's application
3. Completed forms may be submit by hand or via post to below address,

**Procurement Department**

Senai Airport Terminal Services Sdn Bhd  
Lapangan Terbang Antarabangsa Senai  
81250, Johor Bahru, Johor, Malaysia.

Attn: En Surani Abd Rahim

Any purchasing enquiries can be made to:

**Purchasing Unit**

Tel: +607 – 599 4500 **EXT 1722**

Email: [purchasing@senaiairport.com](mailto:purchasing@senaiairport.com)

4. Any payments to be made must be in form of money order or cheque made payable to Senai Airport Terminal Services Sdn Bhd.

5. After reviewing the application documents and all the conditions fulfilled, an interview and premise visit if necessary will be carried out by SATSSB Purchasing Unit Officer.
6. SATSSB will produce a Certificate of Vendor Supply Code and Registration to approved applicant. The certificate is valid for two (2) years upon date of certificate issuance.

### **C. TERMS AND CONDITIONS**

1. The approval is given to applicant's registered company name and is non-transferable.
2. Approval is given based on information and request made by applicant. Applicant must submit any additional information required by SATSSB within timeframe given. Any change of information must be in written form to SATSSB.
3. Applicant must ensure that the supply code requested has not been applied before by any of applicant's other registered company with the same board of directors and management staff.
4. SATSSB reserved the right to approve or reject vendor registration application if found information submitted is incorrect.
5. Applicant is not allowed to make any changes on the company's owner and its director within six (6) months from the date of registration.

### **D. REGISTRATION TERMINATION AND SUSPENSION**

1. If company / owner / share holder / director is involved with any illegal /criminal activities and charge guilty in Malaysian or other countries court.
2. If vendor did not respond to Request for Quotation ("RFQ") or Invitation to Tender ("ITT") three (3) times in a row or accumulated.
3. If vendor failed to deliver the goods or service ordered by SATSSB according to specification and in timely manner.
4. If vendor is found to falsified the Certificate of Vendor Supply Code and Registration with intention to cheat or any other ill intention.
5. If vendor is found to allowed other company to use vendor's Certificate of Vendor Supply Code and Registration.
6. If vendor is found to cooperate with other vendors in price fixing activities.

### **E. SUPPLY CODE CERTIFICATE RENEWAL**

1. Vendor must apply for renewal three (3) months before the certificate expiry date.
2. Renewal application received after the expiry date will be considered as new application.



#### **F. RFQ / ITT PARTICIPATION**

1. RFQ will be sent via email thru [purchasing@senaiairport.com](mailto:purchasing@senaiairport.com) address. Vendor is advised to follow carefully the instruction given in the email to reply to the RFQ. Failing to do so may cause vendor's submission to be rejected by SATSSB.
2. ITT letter will be sent to vendor via email thru [purchasing@senaiairport.com](mailto:purchasing@senaiairport.com) containing information pertaining to the tender invite and instruction to respond to the ITT.
3. Vendor is advised to periodically check email inbox for any RFQ or ITT and respond accordingly. Failing to respond three (3) times in a row or accumulated can cause vendor's Certificate of Vendor Supply Code and Registration to be suspended or terminated.
4. Award of Purchase Orders or Tender Letter of Award is at SATSSB sole discretion. Vendors are advised to quote responsibly each time RFQ or ITT is requested by SATSSB Purchasing Unit.

#### **G. SATSSB RIGHTS**

1. SATSSB reserved the rights to amend this Vendor Registration Terms and Conditions without prior notification to vendor.

## COMPANY INFORMATION FORM

### PERSON IN CHARGE CONTACT DETAILS

Contact Name:

Office Telephone:

Mobile Phone:

Email Address(s):

### COMPANY DETAILS

Company Registered Name:

Company Registered Address:

Company Registration No (Please attached certified true copy Form 24, 44 & 49):

Date of Company Formed:

Country Of Incorporation:

Office Telephone No:

Fax No:

Website URL:

Company Type:

Parent Company:

Other Group Companies:

### EMPLOYEES DETAILS

Company Directors:

Chief Executive Officer:

Managing Director:

Financial Controller

Sales Director:

Number of full-time Employees:

Number of Contract Employees:

Number of Sales Employees:

Number of Support Employees:

Number of Logistics Employees:

Number of Customer Support Employees:

### FINANCIAL DETAILS

Company Banker(s):

Company Auditors:

### CREDIT

Bank's Overdraft facilities (Yes/No) – Please provide certified true copy letter from commercial bank (s) providing details of credit facilities

Suppliers Credit Facilities (Yes/No) – Please provide certified true copy letter from supplier (s) providing details of credit facilities

<b>TOTAL TURNOVER (RM)</b>	
TOTAL TURNOVER (RM)	
Please attach latest a certified true copy the year's audited account or financial statement	
<b>OFFICE, PLANTS &amp; MACHINERIES</b>	
Do u have office lot / space / shop / building (Yes/No)	
List of major equipment owned : Please attach as separate list.	
<b>SUB - CONTRACTING</b>	
Do you use Sub Contractors (Yes/No)	
% of works contracted	
Do you have an account manager (yes/No)	
<b>QUALITY, STANDARDS, CERTIFICATION, REGISTRATION &amp; LICENSES</b>	
Have you applied for any quality/standard/certification/registration/licenses (Yes/No)	
If YES, please attached certified true copies of quality/standard/certification/registration/licenses held:	
What is your Health and Safety Policy:	
<b>AFTER SALES SERVICE</b>	
What is the response time to customer complaints:	
Response time for major equipment/parts replacement and rectification:	
Response time for minor equipment/parts replacement and rectification:	
Spare parts stock availability (Yes/No):	
Number of service / support engineers:	
Service / support engineers location:	
Dedicated phone number for repairs & maintenance:	

<b>Company Overview</b>
<p>Please provide a brief overview of your company including details of main business activities over the last 3 years and plans of note for the future, if any.</p> <p>Please provide us a copy of your company portfolio:</p>

I understand the SATSSB Vendor Registration Terms and Conditions and hereby confirm that the responses given in the Company Information Form are accurate and represent the current status of the company, for and on behalf of:

Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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FOR SENAI AIRPORT TERMINAL SERVICES SDN BHD USE

Processed By Purchasing Unit Personnel:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Approved to be SATSSB Vendor:                      YES                      /                      NO

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## SATSSB VENDOR SUPPLY CODE APPLICATION

**COMPANY NAME:**

### APPLIED SUPPLY CODE

SUPPLY CODE				PROVIDE REPAIR & MAINTENANCE SERVICE	DATE
				( YES / NO )	
				( YES / NO )	
				( YES / NO )	
				( YES / NO )	
				( YES / NO )	

### ADDITIONAL SUPPLY CODE APPLICATION

SUPPLY CODE				PROVIDE REPAIR & MAINTENANCE SERVICE	DATE
				( YES / NO )	
				( YES / NO )	
				( YES / NO )	
				( YES / NO )	
				( YES / NO )	

**REMARKS:**

## **SATSSB VENDOR SUPPLY CODE**

### **01. ADMINISTRATIVE AND OFFICE SUPPLIES**

- 01. Furniture and Fixtures **(Code:0101)**
- 02. Stationary and Reading Material **(Code:0102)**
- 03. Photocopier, Printers Equipment and Supplies **(Code:0103)**
- 04. General Electrical and Electronic Appliances **(Code:0104)**
- 05. Photography Peripheral, Visual Aid and Accessories **(Code:0105)**
- 06. Sports and Gym Equipment **(Code:0106)**
- 07. Gifts, Souvenirs, Calendar and Diaries **(Code:0107)**
- 00. Repair and Maintenance

### **02. FIRE, SAFETY AND SECURITY**

- 01. Fire Control Systems and Equipment **(Code:0201)**
- 02. CCTV and Other Safety Systems and Equipment **(Code:0202)**
- 03. X-Ray Equipment **(Code:0203)**
- 04. Road Safety and Traffic Control Equipment **(Code:0204)**
- 05. Security Guards Service **(Code:0205)**
- 06. Firearms, Ammunitions and Explosives **(Code:0206)**
- 07. Bullets / Explosives Proof Protection **(Code:0207)**
- 00. Repair and Maintenance

### **03. TELEPHONE AND COMMUNICATION EQUIPMENT**

- 01. Telephone, PBX System Equipment and Components **(Code:0301)**
- 02. Radio and Wireless Telecommunication Equipment and Components **(Code:0302)**
- 03. Voice Telco Service Provider **(Code:0303)**
- 00. Repair and Maintenance

### **04. UNIFORMS, TEXTILES AND LEATHERS**

- 01. Uniform, Shoes, Accessories and Tailoring **(Code:0401)**
- 02. Textiles Based Supplies (Other Than Uniforms) **(Code:0402)**
- 03. Leather Based Supplies **(Code:0403)**
- 00. Repair and Maintenance

### **05. FOOD, BEVERAGES AND MEDICINE**

- 01. Pantry Supply (Wet/Dry/Tin/Bottled Groceries) **(Code:0501)**
- 02. Medicine and Other Medical Supply **(Code:0502)**
- 03. Catering Service **(Code:0503)**

### **06. WEIGHTS / MEASUREMENT / TESTING EQUIPMENT**

- 01. Weight Equipment **(Code:0601)**
- 02. Measurement Equipment **(Code:0602)**
- 03. Testing Equipment **(Code:0603)**
- 04. Calibrations and Certification Service **(Code:0604)**
- 00. Repair and Maintenance

### **07. VEHICLES, HEAVY MACHINERY AND COMPONENTS**

- 01. Motorcycle **(Code:0701)**
- 02. Passenger Vehicle Kerb Weight 3 Tonne and Below **(Code:0702)**
- 03. Passenger Vehicle Kerb Weight Above 3 Tonne **(Code:0703)**
- 04. Tractor, Forklifts and Sweeper **(Code:0704)**



05. Fire Truck and Other Fire Services Vehicle **(Code:0705)**
06. Ground Services Equipment and Machinery **(Code:0706)**
07. Fuel, Lubricant and Other Petroleum Based Supply **(Code:0707)**
00. Repair and Maintenance

#### **08. CIVIL ENGINEERING MACHINERY, TOOLS AND SUPPLIES**

01. General Tools, Machinery and Spare Parts **(Code:0801)**
02. Specialised Tools, Machinery and Spare Parts **(Code:0802)**
03. General Civil Construction Raw Material Supplies **(Code:0803)**
04. General Civil Construction Contractors **(Code:0804)**
05. Waterproofing Specialist **(Code:0805)**
00. Repair and Maintenance

#### **09. MECHANICAL ENGINEERING MACHINERY, TOOLS AND SUPPLIES**

01. General Tools, Machinery and Spare Parts **(Code:0901)**
02. Specialised Tools, Machinery and Spare Parts **(Code:0902)**
03. Conveyor Belting System and Components **(Code:0903)**
04. Passenger Loading Bridge System and Components **(Code:0904)**
00. Repair and Maintenance

#### **10. ELECTRICAL ENGINEERING MACHINERY, TOOLS AND SUPPLIES**

01. Motor, Transformer and Power Generator and Spare Parts **(Code:1001)**
02. Power Sub-Station, Components and Spare Parts **(Code:1002)**
03. Power/Electrical Cables and Supplies (Low Voltage) **(Code:1003)**
04. Power/Electrical Cables and Supplies (High Voltage) **(Code:1004)**
05. General Lights and Fittings and Electronics Components **(Code:1005)**
06. Aircraft Ground Lighting System and Components **(Code:1006)**
07. Air Conditioning Equipment and Components **(Code:1007)**
08. Lift and Escalators **(Code:1008)**
09. Public Announcement System and Components **(Code:1009)**
00. Repair and Maintenance

#### **11. COMPUTER / SERVER EQUIPMENT AND ACCESSORIES**

01. Personal Computer and Related Peripheral **(Code:1101)**
02. Server and Related Peripheral **(Code:1102)**
03. Application Software Product **(Code:1103)**
04. Networking Products **(Code:1104)**
05. Computer Security Products **(Code:1105)**
00. Repair and Maintenance

#### **12. MANPOWER SUPPLY**

01. General Worker **(Code:1201)**
02. Specialised / Professional Workers **(Code:1202)**

#### **13. RENTAL / MANAGEMENT / SERVICES**

01. Transportation **(Code:1301)**
02. Heavy Machinery / Vehicle **(Code:1302)**
03. Events / Stage / Exhibition Organizer **(Code:1303)**
04. Videography and Photography **(Code:1304)**
05. Car Park **(Code:1305)**
06. P.A System / Sound & Lights / Musical Instruments **(Code:1306)**
07. Training / Coaching / Courses **(Code:1307)**

08. Pest Control / Flies / Termite **(Code:1308)**
09. Stray / Wild Animals Catcher / Destroyer **(Code:1309)**
10. Land Surveyor / Topography **(Code:1310)**
11. Branding and Communication **(Code:1311)**
12. Audit / Accounting / Secretarial / Tax / Certification / Accreditation **(Code:1312)**
13. Insurance **(Code:1313)**
14. Advertising **(Code:1314)**

#### **14. CLEANING SERVICES AND SUPPLIES**

01. Building Cleaning (Interior and Exterior) **(Code:1401)**
02. General Cleaning (Interior) **(Code:1402)**
03. Portable Toilet **(Code:1403)**
04. Cleaning Equipment and Supplies **(Code:1404)**
05. Sewerage Plant and Installation Treatments and Inspection **(Code:1405)**
06. Vehicle and Heavy Machinery Washing and Cleaning **(Code:1406)**
07. Special Purpose Cleaning Chemical Services and Supplies **(Code:1407)**

#### **15. AREA BEAUTIFICATION**

01. Landscaping (Hardscape / Softscape and Water Features) **(Code:1501)**
02. Interior Decoration **(Code:1502)**
03. Grass Cutting **(Code:1503)**
00. Repair and Maintenance

#### **16. PRINTING**

01. Corporate Books, Diary and Calendar **(Code:1601)**
02. Name cards, Labels, Stickers and Rubber Stamps **(Code:1602)**
03. Brochures, Posters, Buntings and Banners **(Code:1603)**
04. Forms and Receipts **(Code:1604)**
05. Controlled Item Printing Supplies (Safety Pass) **(Code:1605)**

#### **17. DISPOSAL SERVICES**

01. Domestic and Industrial Waste **(Code:1701)**
02. Electrical, Electronic and ICT **(Code:1702)**
03. Construction Waste **(Code:1703)**
04. Vehicle, Machinery and Equipment **(Code:1704)**
05. Hazardous / Toxic Waste **(Code:1705)**

#### **18. HANDLING, STORAGE AND SUPPLIES**

01. Wrapping and Packaging Materials **(Code:1801)**
02. Carton Box, Plastic Containers and Pallets **(Code:1802)**
03. Storage Racking System **(Code:1803)**

#### **19. GREEN TECHNOLOGIES**

01. Energy Saving Lighting Technology **(Code:1901)**
02. Alternative / Renewable Energy **(Code:1902)**
03. Office System and Equipment **(Code:1903)**
04. Consultancy Services **(Code:1904)**