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Title	Vendor Registration Guidelines	

EFFECTIVE DATE	REV	CHANGE DESCRIPTION	DCR NUMBER	AFFECTED PAGE(S)
19/11/2017	1.0	Initial Release	DCR/2017.466	All
01/11/2019	1.1	Standardize the formatting and change of new logo	DCR/2019.239	All
25/07/2023	1.2	To update the revision of Procurement Policy in References section i.e 6(b)	DCR/2023.088	3
01/04/2024	1.3	To update the revision of Procurement Policy in References section 6.2	DCR/2024.015	3

PREPARED BY		REVIEWED BY		APPROVED BY	
 HEAD OF DEPT, PROCUREMENT & CONTRACT MANAGEMENT		 HEAD OF DIVISION, FINANCE & PROCUREMENT		 CHIEF EXECUTIVE OFFICER	
Date	01-04-24	Date	01-04-24	Date	01-04-24

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1.0 PURPOSE

To define the best practices guideline for the vendor registration and 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.

2.0 OBJECTIVE

Objective of this guidelines:

- 2.1 This guideline ensures that the vendor registration general guidelines for all interested vendors at SATSSB are done accordingly.

3.0 SCOPE

3.1 These guidelines cover the following:

- These guidelines are applicable between PCM and selective vendors that have the potential to provide material and services in accordance with LOA.

4.0 RESPONSIBILITIES

Roles	Responsibilities
Head of PCM	The Head of PCM is to ensure the adherence of this Guideline with its implementation applicable to all new applications
Vendor Management Unit	The Vendor Management Unit will responsible for protecting the data and information for vendors

5.0 GLOSSARY / DEFINITION

Abbreviation	Description
SATSSB	Senai Airport Terminal Services Sendirian Berhad
PCM	Procurement & Contract Management
RFQ	Request For Quotation
ITT	Invitation To Tender
LOA	Letter of Award

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6.0 REFERENCES

- 6.1. SATSSB Limits of Authority dated 16 November 2015 (2nd endorsement by BOD)
- 6.2. SATSSB Procurement Policy (Revised edition 15 December 2023)
- 6.3. Quality Management System – Requirements (2nd Revision) (ISO 9001 / 2015, IDT) / Clause 8.4
- 6.4. Information Technology - Security Techniques – Information Security Management Systems – Requirements (1st Revision) (ISO / IEC 27001:2013 / IDT) Clause 8.1

7.0 FLOW CHART

N/A

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8.0 GUIDELINES

These guidelines are intended to help the vendor to submit the completion of the vendor registration application. The vendor should understand the following:

- 8.1 The vendor should fill up and complete each line in the vendor registration form.
- 8.2 The vendor is allowed to choose a maximum of five (5) supply codes associated with their core business trade.
- 8.3 The vendor must submit the requested supporting documents as stated in Section 3 in the vendor registration form.
- 8.4 The vendor registration fees are depending on the vendor supply code. For one (1) to five (5) vendor supply codes will be chargeable at Rm100.00. The additional code will be chargeable at Rm50.00 each.
- 8.5 Payment of vendor registration fees must be together with the submission of the completed application.
- 8.6 Any payment to be made must in the form of online transfer or banker's cheque made payable to Senai Airport Terminal Services Sdn Bhd via **Maybank account no 564155-42728-5**.
- 8.7 The vendor may submit the completed forms and the supporting documents for registration via email to vendors@senaiairport.com address or courier to Vendor Management Unit, Procurement & Contract Management, Senai Airport Terminal Services Sdn Bhd, Senai International Airport, 81250, Johor Bahru, Johor or contact number at 07-5994500 extn 1804.
- 8.8 After reviewing the application documents and all the condition is fulfilled, an interview and premise visit, if necessary, will be carried out by SATSSB Purchasing Unit Officer.
- 8.9 SATSSB will produce a Certificate of Vendor Registration to the approved applicant. The certificate is valid for two (2) years upon certificate issuance.

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9.0 When applying as the vendor of SATSSB's the vendor should comply with the following

A) TERMS AND CONDITIONS

- A.1 The approval is given to the applicant's registered company name and is non-transferable.
- A.2 Approval is given based on information and request made by the vendors. The vendors must submit any additional information required by SATSSB within the timeframe given. Any change of information must be in written form to SATSSB.
- A.3 The vendors ensure that the supply code requested has not been applied before by any of vendor's other registered company with the same board of directors and management staff.
- A.4 SATSSB reserved the right to approve or reject a vendor registration application if found information submitted is incorrect.
- A.5 The vendor is not allowed to make any changes to the company's owner and its director within six (6) months from the date of registration.
- A.6 Vendors submitting their registration forms are deemed to declare that: -
- i) Their directors and shareholders are not bankrupt within the past three years.
 - ii) They are not involved in any litigation cases with any company(ies) within the MMC Group.
 - iii) They are not involved in any litigation cases which may impact their financial standing going forward.
 - iv) They are not being issued with a show cause / warning / termination / suspension / reprimand letter by any company(ies) within the MMC Group in relation to their performance as of the vendor for the past three years.
 - v) None of the company(ies) within MMC Group has invoked/redeemed their performance security.
 - vi) None of the company(ies) within MMC Group has called their parental guarantee.

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B) REGISTRATION TERMINATION AND SUSPENSION

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

C) RENEWAL OF THE VENDOR REGISTRATION AND SUPPLY CODE

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

D) RFQ / ITT PARTICIPATION

- D.1 RFQ will be sent via email thru purchasing@senaiairport.com address. The vendor is advised to follow carefully the instruction given in the email to reply to the RFQ. Failing to do so may cause the vendor's submission to be rejected by SATSSB.
- D.2 ITT letter will be sent to the vendor via email thru satssb.tender@senaiairport.com address containing information pertaining to the tender invite and instruction to respond to the ITT.
- D.3 The vendor is advised to periodically check the 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.

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D.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.

E) SATSSB RIGHTS

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

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9.0 ASSOCIATED PROCEDURE

Document No.	Procedure Title	Retention Time	Location	Responsibility
Nil	Nil	Nil	Nil	Nil

10.0 RELATED DOCUMENT

Document No.	Document Title	Retention Time	Location	Responsibility
FIN-PRO-PRO-V304	Vendor Registration Form	3 Years	-	PCM