
 <p><b>Senai Airport</b> A member of  MMC Group</p> <p><b>GUIDELINE</b></p>	Doc No	<b>FIN-PRO-PRO-V201</b>
	Revision	<b>1.0</b>
	Effective Date	<b>19-01-17</b>
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<b>Title</b>	<b>VENDOR REGISTRATION</b>	

**A. INTRODUCTION**

1. Vendor registration is to enable Senai Airport Terminal Services Sdn Bhd ('SATSSB') Procurement Department to record and track vendor's performance and also to ensure that only competent vendors supplying goods and services to SATSSB.
2. Vendor 's contact and information may be acquired by Procurement Department are as follows:
  - a. New walk-in applicants 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. However, registration is compulsory once vendor have received first Purchase Order (PO) and successfully delivering their goods or services.

**B. GUIDELINES**

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  
Senai International Airport  
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 Procurement Department executive.
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.

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**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 reserves 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 has falsified the Certificate of Vendor Supply Code and Registration with intention to cheat or any other ill intention.
5. If vendor is found has allowed other company to use vendor's Certificate of Vendor Supply Code and Registration.
6. If vendor is found has cooperated with other vendors in price fixing activities or attempted to do so.

**E. SUPPLY CODE CERTIFICATE RENEWAL**

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

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**F. RFQ / ITT PARTICIPATION**

1. RFQ will be sent via email through email [purchasing@senaiairport.com](mailto:purchasing@senaiairport.com). 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 will be sent via email through [satssb.tender@senaiairport.com](mailto:satssb.tender@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 reserves the rights to amend this Vendor Registration Terms and Conditions without prior notification to vendor.