



NORTHPORT (MALAYSIA) BHD (146850-A)
Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor Darul Ehsan

VENDOR & PORT ANCILLARY SERVICE PROVIDER REGISTRATION GUIDELINES

PREFACE

Applicant for registration is advised to read carefully and understand the contents of this Guideline. A clear understanding is important to ensure application submitted is complete and a due consideration can be given. This is also to facilitate the processing of the application by the Northport (Malaysia) Bhd. The requirements and procedures of application will be updated from time to time. Therefore, applicant is advised to contact Administration Department, Northport (Malaysia) Bhd to obtain the latest information. Any changes to this Guideline are at the discretion of Northport (Malaysia) Bhd.

How to apply

1. All related forms / documents can be obtained from **Administration Department, Ground Floor, Northport C, Northport (Malaysia) Bhd., Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor**. Forms / documents are also being made available via post if applicant sends in an official request to Administration Department enclosing a 10x15 self-addressed envelope with RM1.00 postage stamp.
2. For new registration application, applicant can **ONLY** apply for not more than five (5) 'Vendor Category'. Applications for additional fields exceeding the total stated will not be considered.
3. For additional scope of work applications, applicant can **ONLY** apply for the earlier registered 'Vendor Category' only. Applications for additional other scope of work that has not been registered earlier will not be considered.
4. All necessary documents must be attached together with the application form. To facilitate processing, application form and all related documents must be carefully arranged in sorting order according to the document checklist as stated in page 10 and 11 of the application form. Every type of document must be separated using a labeled paper separator.
5. The document checklist in Page 10 and 11 must be completed and to be sent together with the application form. Applicant is requested not to bind the application form/documents but using of 'ring file' is acceptable.
6. All duly completed applications related to registration must be submitted directly to: **Vendor Registration Unit, Administration Department, Ground Floor, Northport C, Northport (Malaysia) Bhd., Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor**.

<u>Business Hours</u>		<u>Time</u>
Monday – Friday	:	8.30am – 5.00pm
<u>Break Time</u>		
Monday – Thursday	:	1.00pm – 2.00pm
Friday	:	12.30pm – 2.30pm



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General rules for Vendor Registration with Northport (Malaysia) Bhd

1. Must be a registered company with the Companies Commission of Malaysia (CCM).
2. Owns a paid-up capital/working capital not less than RM10,000.00 and must be in a sound financial position.
3. Has a source of supply for each category of product supply. Appointment as an exclusive agent must be obtained directly from the manufacturer and coverage includes at least all of Malaysia. Appointment by stockiest, distributor and local principals will not be entertained.
4. Has the technical expertise in respect to management staff, skilled employees and equipment for each service category applied.
5. Has the required equity of Bumiputra percentage in shares holders, Board of Directors, management staff, and company's Staff. This will vary depending on categories and core business of the company.
6. Preferably registered with statutory/professional bodies or government departments related to the service category applied.

Processing of Application

1. Only complete application will be accepted and processed.
2. In the processing of application, officer on duty may contact applicant in the event that further clarification is required. Applicant is advised to give their utmost cooperation. Any request to shorten the process of application will not be entertained.
3. To avoid any complication, application from company owned by shareholder/company director with vested interests in company(s) that is/are already registered with Northport (Malaysia) Bhd will not be considered. This is intended to avoid any conflict of interest.
4. Northport (Malaysia) Bhd is solely at its prerogative to approve, cancel, or to suspend any application without any notice if false information is found given.
5. A registration fee of RM20.00 (Ringgit Malaysia Twenty Only) will be imposed to the successful applicant applied for other than Port Ancillary Services. Payment should be remitted in the form of cash/money order/banker's order or bank draft made payable to 'Northport (Malaysia) Bhd' at the Document Centre Office, Northport B, Northport (Malaysia) Bhd.

Suspension and cancellation of registration

1. The registration of the company is automatically annulled in occurrence on any of the followings:
 - i. The company/owner/share holder/Board of Director is involved in any illegal operations/criminal acts and found guilty on the Malaysian Law/Rulings or any other out-side country.
 - ii. If the company is withdrawing the tender prior to the tender evaluation process or rejecting the offer if the Letter of Award has been issued.



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- iii. Failure in completing the contract that has been signed with Northport (Malaysia) Bhd.
- iv. Making changes to the approval letter with the intention of fraudulent or by other means.
- v. In allowing other companies to make use of the approval letter issued by Northport (Malaysia) Bhd.
- vi. Violating the tender rules by having collaboration with other tenderer in determining price of the tender issued by Northport (Malaysia) Bhd.

Tender Participating/Price Quotation

1. Approval Letter/Certificate of Registration must be shown during the collection of the tender document/quotation.
2. A copy of Approval Letter/Certificate of Registration must be attached with the submission of the tender document/quotation.

Application Form/Category

Applicant is to ensure that the correct form is used. The followings are application categories, vendor category and type of form to be used.

No	Application Category	Vendor Category	Form
1	Supplies	BB	NMB/BP01
2	Service / Working Contractor	BP	NMB/BP01
3	Additional Working Scope / Re-enter Working Scope	TB	NMB/BP02
4	Other application	LB	Via Letter

- a) Vendor category determination: Supplies Category or Service/Working Contractor Category.
 - i. In page two (2) of the Vendor Registration Form, for new application, applicant is required to specify the vendor category applied based on the Vendor Category and every Vendor Category must be labeled as '**BB**' or '**BP**'.
 - ii. Division Code is divided into seven (7) categories and applicant is required to label the Division Code based on its related business scope on followings categories:
 - 1) **FS** - Facilities Services
 - 2) **LS** - Electrical Services
 - 3) **ES** - M&E Engineering Services
 - 4) **IS** - Information Technology Services
 - 5) **OS** - Office Equipment & Administration Services
 - 6) **PS** - Industrial Part Services
 - 7) **MS** - Marine Services



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c) For Ancillary Services, the followings are the application category, vendor category and type of form that to be used:

No	Application Category	Vendor Category	Form
1	Ancillary Services (new application)	AS	NMB/AS01
2	Ancillary Services (renewal)	AS	NMB/AS02

iii. For Ancillary Services, applicant is required to specify the Division Code applied based on the followings categories:

- 1) **AS001** - Bunkering Services
- 2) **AS002** - Safety Net Supplies
- 3) **AS003** - Lashing & Unlashing Services
- 4) **AS004** - Packing & Unpacking Services
- 5) **AS005** - Breakbulk Handling Services
- 6) **AS006** - Draft Survey Services
- 7) **AS007** - RO-RO Pilot Services
- 8) **AS008** - Stevedoring Gears Services
- 9) **AS009** - Hardware & Refrigerant Supplies
- 10) **AS010** - Ship Chandling Services
- 11) **AS011** - Conveyor Machinery Services
- 12) **AS012** - Crane Machinery Services
- 13) **AS013** - Unloading Machinery and Disposal Scrap Metal Services from Ship

General Enquiry

1. In case of any doubt or enquiry in regards to the application for Vendor Registration with Northport (Malaysia) Bhd, applicant is advised to contact the officer responsible for processing the application at telephone number 03 3169 8888 ext 10912/10976.
2. Approval of registration does not mean that the applicant's company will automatically be invited to participate in every tender/project. Therefore applicant is advised to continue marketing its products/services to prospective Northport (Malaysia) Bhd.