



## **NORTHPORT (MALAYSIA) BHD** (146850-A)

Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor Darul Ehsan

### **VENDOR 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 Vendor Management Section, 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 **Vendor Management Section, Ground Floor, Northport C, Northport (Malaysia) Bhd., Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor.** Forms/ documents are also being published in Northport (Malaysia) Bhd. official website [www.northport.com.my](http://www.northport.com.my) .
2. 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 Checklist. Every type of document must be separated using a labeled paper separator.
3. The Checklist must be completed and the documents 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.
4. All duly completed applications related to registration must be submitted directly (by hand) to: **Vendor Management Section, Ground Floor, Northport C, Northport (Malaysia) Bhd., Jalan Pelabuhan, Pelabuhan Utara, 42000 Port Klang, Selangor.**

<u>Business Hours</u>		<u>Time</u>
Monday – Friday	:	8.00am – 5.00pm
<u>Break Time</u>		<u>Time</u>
Monday – Thursday	:	1.00am – 2.00pm
Friday	:	12.30pm - 2.30pm

## General rules for Vendor Registration with Northport (Malaysia) Bhd

1. Must be a registered company with the Companies Commission of Malaysia (CCM). For the foreign company, the company must be registered with their own country of Companies Commission.
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.
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 Bumiputera percentage in shareholders, Board of Directors, management staff, and company's Staff. This will vary depending on categories and core business of the company.
6. Company must registered with statutory/ professional bodies or government departments related to the service category applied.

Categories	License/certificate
Civil / Mechanical / Electrical works	At least CIDB G1
Electrical Works	Suruhanjaya Tenaga
Admin category	MOF
Fumigation & Pest control	MAFAS
Scrap Metal	Police License/ Lesen Perdagangan Barang2 Lusuh
Schedule Domestic Waste Collector	License from DOE & place for disposal of waste authorized by the local authority council

7. Northport will deal/continue to deal and transact with vendors whose annual sales turnover are **above RM500,000**, provided that the vendors are GST-registered.
8. Northport will deal/continue to deal and transact with vendors whose annual sales turnover are **RM500,000 and below** irrespective of whether the vendors are GST-registered or not.

### Processing of Application

1. Only complete application will be accepted and processed. We will not hold any incomplete application and will reject straightly on submission process.
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. Vendor Management section will take **30 days** to process the registration application started from the received date on complete submission.
6. A registration fee including 6% GST is **RM21.20** (Ringgit Malaysia Twenty One and Twenty Cents Only) will be imposed to the successful applicant. Payment should be remitted in the form of cash or money order made payable to '**Northport (Malaysia) Bhd**' at the Documentation Centre Office, Ground Floor, Northport C, 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/shareholder/Board of Director is involved in any illegal operations/criminal acts and found guilty in the Malaysian Law/Rulings or any out-side country.
  - ii. If the company is withdrawing the tender prior to the tender evaluation process or rejecting the offer of the Letter of Award has been issued.
  - 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 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.

#### General Inquiry

1. In case of any doubt or inquiry 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 11912/11919**

Vendor Management Officer

1.
  1. Pn. Siti Khairuliza binti Abdul Mukmin
  2. En. Mohamed Faeiz bin Yusoff
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.

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