



IESB

Vendor Registration Guidelines

V.1 updated on 06/05/2020

IMPORTANT NOTICE:

Applicants are advised to read and understand the contents of this Guideline. It is important to ensure Vendor Registration form submitted is complete and can be given due consideration by IESB. This is also to facilitate processing of the Registration. Any changes to this Guideline are at the discretion of IESB

GENERAL INFORMATION

Vendor Registration Form (VRF)

All registration must be submitted by filling in the Vendor Registration Form (VRF). Applicants are advised to read and prepare all the information required prior to the submission. All applicants are required to provide all the necessary documents to support and validate the information given. Prior to registering, you are advised to scan all the relevant supporting documents in accordance to your respective business type. This is to assist a smooth registration process flow whereby all relevant documents are in order and ready to be attached towards the end of registration process. The Registration shall not be considered if the required information is not provided.

Please be reminded that if you are already registered as a Vendor, you do not need to apply again.

1. *General Requirements for Vendor Registration*

Applicants must fulfill the following requirements:

1.1 Suppliers operating as a company – Private Limited (Pte Ltd) / Sdn Bhd / Public Limited / Berhad / Sole proprietor / Partnership / Limited Liability Partnership:

1.1.1 Malaysian company: Must be a registered company with the Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia), and that the registration is still valid;

1.1.2 Foreign company (company incorporated outside Malaysia): The company must be duly registered with the relevant authorities in the company's respective countries, and that the registration is still valid.

1.2 Suppliers operating as individuals:

1.2.1 The individual is not an undischarged bankrupt; and/or

1.2.2 The individual has no civil and/or criminal actions initiated or in proceedings against him / her

1.3 Malaysian company / business: Registered with Government departments (such as Ministry of Finance, Malaysian Communications and Multimedia Commission, etc.) and/or statutory / professional bodies (such as Construction Industry Development Board (CIDB), FINAS, etc.) related to the Purchasing categories applied;

1.4 The company – local or foreign - must ensure that its management staff and/or employees have the necessary technical expertise and suitable equipment for each selected Purchasing Category;

1.5 The company – local or foreign - must be in sound financial position.

Companies with a paid-up and/or working capital of less than RM1,000 / SGD1,000 / USD1,000 / GBP1,000 or an amount in any other denominations which are equivalent to or less than RM1,000 will not be approved as a supplier for MPB.

1.6 The company – local or foreign - is not involved in any winding-up process, or has a receiving order made against it.

1.7 Suppliers have to ensure that their Authorised Personnel, each of their Individual Shareholders and Directors and/or Owner or Partners, complete the Declaration form in the respective sections. Failure to do so may delay the processing of the registration application.

2. Processing of Registrations

All Registrations submitted will be screened and processed. During screening and processing of applications, please take note that:

- a. Only Registration forms that are completed will be accepted and processed.
- b. In the processing of Registrations, officer-in-charge may contact applicants in the event that further clarification is required. Applicants are advised to ensure all contact details provided in the VRF are accurate.
- c. Processing of Registrations may take 4 – 8 weeks upon successful receipt of the Registration form.
- d. To avoid any complication, prior appointment must be arranged for applicants who wish to seek a meeting with the officer-in-charge. Courtesy call, ad-hoc meeting and frequent telephone calls will not be entertained.
- e. Any request to shorten the process of Registration will not be entertained.
- f. Applicants who successfully undergo the pre-qualification/screening process will be accepted as a Registered Vendor and they will accordingly be notified via email.

3. Rejection of Registration or termination of registration

IESB reserves the right to reject, suspend or terminate any application/registration without any notice and without assigning any reasons. However, for awareness the typical reasons are:

Registration rejection:

- Incomplete information submitted
- False information provided (after verification) Vendor is already blacklisted by IESB

Registration suspension or termination:

- Vendor fails to perform and/or honor contracts awarded by IESB or is in breach of any contract covenants

- Vendor withdraws or refuses to accept an award Vendor assigns or sub-contracts the awarded contract to another company without prior approval of IESB
- Vendor is/becomes involved in any illegal or criminal offence
- Vendor is declared insolvent (for companies) or bankrupt (for sole-proprietor & partnerships)
- Vendor initiates legal proceedings against IESB
- Vendor is found to collude with other Vendors in any procurement exercise
- Vendor submits false/fraudulent information or documents during Registration process

4. Appeal on rejected Registration

Vendor may appeal for reconsideration by submitting all relevant information and documents (if any) within six (6) months from the rejection date. The appeal shall be treated as a new Registration and a fresh VRF has to be completed.

5. Change of company information

Any change to the company particulars must be communicated in writing to IESB, complete with supporting documents, within thirty (30) days from the date of the change.

6. Ethical conduct

We would like to take this opportunity to reinforce our commitment to a Transparent, Clean and Honest Procurement Culture which forms part of our procurement ethics program.

All Vendors appointed by IESB to provide a service should do so without fear or favor. The Management views all forms of influence, coercion and corruption attempts seriously and is prepared to take the necessary actions to stem out such activities.

Vendors should not be threatened into providing monetary or any additional benefits to any employee. In the hopefully unlikely event that you are threatened or wish to report questionable behaviour or possible violation of transparent, clean and honest norms we have established an escalation channel via our Group Internal Audit Division. Please refer to them when/if necessary.

7. Conclusion

Approval of application does not mean that the Vendor will automatically be invited to participate in any quotation, tender exercise or project carried out by IESB. Approval likewise does not automatically lead to issuance of letter of award / purchase order / contract. Further pre-qualification and Requests for Information (RFIs) can be carried out by IESB depending on the specific procurement needs. Vendors are advised to continue marketing their products and services to IESB companies respectively.