



GUIDELINES FOR VENDOR REGISTRATION

**HARTASUMA Sdn Bhd
(Procurement Department)
Lot 29, Jalan Sungai Pinang 4/8,
Pulau Indah Industrial Park,
Phase 2 Pulau Indah,
42920 Port Klang, Selangor, MALAYSIA.**

Tel: +603 3101 2717

Fax: +603 3101 3717

Website: www.hartasuma.com

INTRODUCTION

Vendors / suppliers are advised to carefully read & understand the contents of this Guidelines for Vendor Registration. This is to ensure that application submission is complete and can be processed accordingly by Procurement Department. The procedures and requirements may be changed and updated from time to time. Therefore vendors / suppliers are advised to contact Procurement Department to obtain latest update. Any changes to this procedure are at the discretion of HARTASUMA Sdn Bhd (HSB).

GENERAL INFORMATION

1. Submission of application must contain Vendor Registration Application Form (VRF) together with necessary supporting documents, Vendor Letter of Declaration (VLOD) Form and Conflict of Interest (COI) Declaration Form.
2. Incomplete application form will be rejected.
3. Registration / approval does **NOT** guarantee vendors / suppliers automatically included / invited / awarded to any purchasing / quotation / tender exercise. However, vendors / suppliers are encouraged to promote their products / services separately.

GENERAL RULES *(Suppliers / vendors MUST full fill following requirements)*

1. The company **MUST** be registered with Companies Commission of Malaysia (CCM) i.e Registrar of Company (ROC) or Registrar of Business (ROB).
2. **MUST** have a **VALID** business address, premises, email, fax and telephone.
3. Preferable to be registered with the Ministry of Finance (MoF) and any professional bodies related to the nature of business.
4. Foreign companies **MUST** submit proof of registration in their respective ROC / ROB.
5. And active company under SSM.
Inactive company will **NOT** be registered & considered as HSB approved vendors / suppliers.

INTEGRITY PACT

1. Vendors / suppliers **MUST** fill up the Vendor Letter of Declaration (VLOD) form as a declaration not to involve in any bribes or corruption offences as a means to acquire contract or to facilitate the procurement process such as:
 - Offers, seek and accept any forms of bribes such as money, gifts, donations, discounts, bonuses and jobs to or from companies / firms / individuals which specifically defined under Section 3, Malaysian Anti-Corruption Commission Act 2009.
 - Abuse of power in the selection process of companies / firms in which they have vested interest.
 - False claims / declarations.

- Forgeries of information / documents / records in order to influence the procurement process.
 - Conspiracy among companies / firms / individual / staffs in order to obtain HSB contracts.
2. In addition, the pact has also emphasized the actions that should be taken in the event where there is a breach.

HEALTH, SAFETY AND ENVIRONMENT (HSE) REQUIREMENT

1. In accordance with the conditions of contract, vendors / suppliers are responsible to comply with the requirements of Occupational Safety & Health (OSHA) Act 1994 and other related safety regulations.
2. Vendors / suppliers shall comply with his duties under all approved codes and all relevant safety and health legislation throughout the progress of the works. Where there is no specific legislative requirement exist, vendors / suppliers shall comply with the guidance provided by the code of practice on industry standard as a minimum standard of safety.

SUSPENSION / CANCELLATION OF REGISTRATION

Vendor registration application will be suspended / cancelled if:

1. Company / owner / director convicted guilty by the court of Malaysia or foreign country due to illegal acts / crime.
2. Company amending the appointment letter / acceptance letter with intention of forging the contents of the letter issued.

CONFLICT OF INTEREST DECLARATION FORM

All registered vendors / suppliers of HSB shall complete Conflict of Interest (COI) Declaration form which states they should act in the best interest of HSB and should not have any financial or non-financial relationship with any employees of HSB that might conflict or appear to conflict with their obligation to act in the best interest of HSB. Vendors / suppliers should disclose to HSB if they have any family relationship with HSB employees.

CHANGES IN COMPANY'S STRUCTURE ETC

Vendors / suppliers shall notify HSB by submitting the VRF (Section 1 – Update Information) should there is a change in the organization structure, shareholding, office relocation or any information that differs from the initial VRF submitted to HSB.

HOW TO APPLY

1. All related forms / documents can be downloaded at www.hartasuma.com/vendor-development-programme

2. All necessary documents **MUST** be attached together with the application form & carefully arranged as per listed in the Section 15 – Submission Checklist of VRF.
3. Every document **MUST** be separated using labelled paper separator & applicants are requested **NOT** to bind the documents.
4. Submission via post shall be put in envelope & please indicate below information at top left of the envelope:

COMPANY NAME :
COMPANY ADDRESS :
CONTACT PERSON :
TELEPHONE NO :

5. A complete application shall be submitted via email to procurement@hartasuma.com or post to the following address:

HARTASUMA Sdn Bhd
(PROCUREMENT DEPARTMENT)
Lot 29, Jalan Sungai Pinang 4/8,
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PROCESSING OF APPLICATIONS

1. Only **COMPLETE** application will be accepted & processed.
2. Applications from companies owned by shareholders / company director(s) with vested interests with vendors / suppliers that are registered with HSB **MUST** be immediately declared & notified. This is to avoid any conflict of interest.
3. To avoid any complication during the application process, vendors / suppliers who wish to seek for meeting are advised to make an appointment with Procurement personnel. Any call, ad-hoc meeting or frequent calls will not be entertained.
4. Procurement personnel may contact applicants should there is a need to seek for further clarification & applicants are required to give their utmost cooperation. Any request to shorten / skip the application process will not be entertained.

EVALUATION PROCESS

1. In generally, the main evaluation will be based on the below basic requirements:
 - Completion of the applications including the attached documentations
 - Valid basic business information ie address, premises, e-mail & contact details
(Site visit may be conducted to vendors / suppliers' premises should there is a need to confirm on the existence of the company)
2. Any incomplete applications which found unclear will be put under consideration & applicants are required to furnish the information within stipulated time. However, if applicants fail to provide the requested information, applications will be rejected & will not be given any further consideration.

CONCLUSION

1. Applicants are advised to contact Procurement personnel in the event of doubt or inquiries. Applicants may refer to the www.hartasuma.com for information related to the registration.
2. HSB has a right to perform on-site inspection / site visit in conjunction with evaluation / reviews of application, where applicable & necessary.
3. All information & related documents remain CONFIDENTIAL and for INTERNAL USE ONLY.
4. For further information / clarification / assistance, kindly contact Procurement Department at +603 3101 2717 or via email: procurement@hartasuma.com.