



APPLICATION FORM FOR REGISTRATION AS APPROVED CONTRACTOR/ VENDOR/ CONSULTANT

WITH

SARAWAK METRO SDN BHD (“SMSB”)

INDEX

1. INSTRUCTION

2. LIST OF SUPPORTING DOCUMENTS REQUIRED TO SUBMIT

3. APPENDICES

Appendix A	-	Particular of Company
Appendix B	-	Financial
Appendix C	-	Company Profile, Company Organization & Technical Capability
Appendix D	-	Resources
Appendix E	-	Previous and Current Projects
Appendix F	-	Quality, Environmental, Safety and Health Management System (QESH)
Appendix G	-	Additional Information/ Checklist From Appendix A to Appendix F
Appendix H	-	Declaration of Interest & Contractor/Vendors/Consultant’s Declaration
Appendix I	-	List of Industries/ Trades/ Work Categories

4. APPLICATION FORM

1. INSTRUCTION

- 1.1 The Contractor/ Vendor/ Consultant shall submit **full information in compliance with the requirements stipulated in every sub-section herewith**. Where applicable and practical, the Contractor/ Vendor/ Consultant shall furnish information and data in the provided attachments and submit them according to the pre-defined sequences (attach after the relevant appendices). If the spaces provided in the chart are not sufficient, the Contractor/ Vendor/ Consultant is encouraged to make additional copies of any pages in the appendices. The Contractor/ Vendor/ Consultant shall also sign and date the submissions in the spaces provided before submitting the Registration document.

Completed Registration document shall be sealed in an envelope marked,

**PRIVATE AND CONFIDENTIAL
CONTRACTOR/ VENDOR/ CONSULTANT REGISTRATION**

And delivered to the following address.

**SARAWAK METRO SDN BHD
16-01 A, Level 16, Gateway Kuching,
No. 9, Jalan Bukit Mata Kuching,
93100 Kuching, Sarawak**

**Tel: 082 524 222
Fax: 082 524 224**

Attention : (Procurement Department)

The following are the brief summary of the various sections and appendix in the document of which the Contractor/ Vendor/ Consultant shall furnish SMSB for the purpose of registration.

- 1.2 PARTICULARS AND STRUCTURE OF COMPANY
General information of the company including shareholding is to be entered here. Documents to be enclosed are copies of: -
- a) Company registration with Registrar of Companies
 - b) Registration with Government or other statutory bodies (ie CIDB, Kementerian Kewangan Malaysia, UPKJ, PKK etc.)
 - c) Confirmation of Bumiputera status (where applicable)
 - d) Copies of Professional Certificates (ie Board/Statutory, Professional Bodies, Individual etc)
 - e) Other relevant proof pertaining to shareholding and existence of company.

1. INSTRUCTION (Cont'd)

1.3 FINANCIAL

The Contractor/ Vendor/ Consultant is to provide information indicating the financial standing of the company. Documents to be enclosed are copies of: -

- a) Summary of asset and liabilities on basis of the audited financial statement of the last three (3) financial years,
- b) Audited Profit and Loss Account for last three (3) years,
- c) Details of Bank's overdraft facilities and other financial facilities extended to the company, (please enclosed with any document from bank)

1.4 COMPANY PROFILE, COMPANY ORGANIZATION & TECHNICAL CAPABILITY

Highlight information pertaining to company organization and technical capability of key personnel. Documents to be enclosed are copies of: -

- a) Company Profile
- b) Organization structure of company,
- c) List of company subsidiaries,
- d) Company brochure, and
- e) Brief resume of key personnel's (management and technical staff) to be earmarked for SMSB projects.

1.5 RESOURCES

The Contractor/ Vendor/ Consultant is to provide here an overview of the resources available for SMSB projects. Information to be provided are: -

- a) Type of plants and equipment's owned or leased by Company,
- b) Details of Industrial Relationship – Provide contract persons in relevant authorities and / or utility companies that the Contractor need to deal with,
- c) Details of credit facilities from various material suppliers,
- d) Referral letters from suppliers,
- e) Use of Information Technology in company – State type of software to be used such as Internet e-mail, CAD software, Project Management software etc.

1. INSTRUCTION (Cont'd)

1.6 PREVIOUS AND CURRENT PROJECTS (Appendix E)

The Contractor/ Vendor/ Consultant should list down the company completed projects and current projects: -

- a) Projects in carried out in last 5 years – List down all projects in last 5 years,
- b) Current On-going Projects – List down **ALL** current projects.
- c) All listed project shall be enclosed with copy of the Letter of Award (LOA) and Certificate of Practical Completion (CPC)

1.7 QUALITY, ENVIRONMENTAL, SAFETY AND HEALTH MANAGEMENT SYSTEM (QESH)

The Contractor/ Vendor/ Consultant is to indicate here their commitment to quality systems. Documents to be provided or filled are: -

- a) Project Quality Plan (for Contractor with Quality System Certification, please enclose details and Project Quality Plan),
- b) QESH Certification (e.g. ISO 9001, OHSAS 18001, ISO 14001),
- c) Quality Plan Questionnaire (**Appendix F**).

1.8 LITIGATION

The Contractor/ Vendor/ Consultant shall declare the number of litigation proceedings for / initiated by a 3rd party against the Contractor/ Vendor/ Consultant whether existing or within five (5) years from the date of application. The Contractor/ Vendor/ Consultant to provide the quantum involved and outcome of each case.

1.9 PROVISION OF REGISTRATION DOCUMENT SUBMISSION

All Contractor/ Vendor/ Consultant shall submit one (1) copy of hardcopy and one (1) copy of soft copy (in PDF format) of Registration document (completed form) and all supporting documents as listed in item 2 (page 4) whichever applicable.

3. APPENDICES

3.1 The following Appendices is to be filled up by the Contractor/ Vendor/ Consultant :

- Appendix A** - Particulars of Firms
- Appendix B** - Financial
- Appendix C** - Company Profile, Company Organization & Technical Capability
- Appendix D** - Resources
- Appendix E** - Previous and Current Projects
- Appendix F** - Quality, Environmental, Safety and Health Management System (QESH)
- Appendix G** - Registration Checklist from Appendix A to Appendix F
- Appendix H** - Declaration of Interest & Contractor's Declaration
- Appendix I** - List of Industries/ Trades/ Work Categories

4. APPLICATION FORM

TO:

**SARAWAK METRO SDN BHD
16-01 A, Level 16, Gateway Kuching,
No. 9, Jalan Bukit Mata Kuching,
93100 Kuching, Sarawak**

Category of work applied to be pre-qualified: -

Please refer **Appendix I** : List of Industries / Trades / Work Categories to be filled up more detail

Main Category	Main Category
<input type="checkbox"/> Building Works – 000	<input type="checkbox"/> Environment – 400
<input type="checkbox"/> Infrastructure & Landscape Works – 100	<input type="checkbox"/> M&E – 500
<input type="checkbox"/> Civil & Structural and Piling Works – 200	<input type="checkbox"/> Consultant – 600
<input type="checkbox"/> Transmission Works – 300	<input type="checkbox"/> Others – 700 _____ <i>(Please state)</i>

- 4.1 We hereby submit our application for registration for inclusion into your company's List of approved Contractor/ Vendor/ Consultant and declare that the particulars shown herein are true and correct in every detail to the best of our knowledge.
- 4.2 The undersigned hereby authorize you and your authorized representatives to make direct inquiries and reference to any Firm, person, public official or organization and names in the various appendices attached to this form in order to verify the information submitted herein regarding the competence and general reputation of the undersigned.
- 4.3 We hereby declare that in consideration of being permitted to present our application for registration, the undersigned categorically waive any claim whatsoever against you and your authorized representatives which may arise from the submission or use of decisions made relating to the information contained in this application form.
- 4.4 The undersigned hereby understands that SMSB reserves the absolute right to accept or to refuse any application for registration without requiring to furnish any explanation for such a decision.
- 4.5 We understand that any approval of our application and any inclusion of our company into your company's List of approved Contractor/ Vendor/ Consultant is subject to periodic review. Furthermore, any approval of this application does not oblige SMSB, contractually or otherwise, to invite us to any particular tender exercise.

4. APPLICATION FORM (Cont'd)

4.6 The undersigned hereby confirms and agrees upon the registration of our company, we will abide and be subjected to all rules and regulations imposed by SMSB in the works undertaken by us, notwithstanding Conditions of Contract and additional requirements in the individual contracts.

Authorized Signature	:	Signature of Witness	:
Name	:	Name	:
NRIC / Passport No.	:	NRIC / Passport No.	:
Designation	:	Designation	:
Company Name	:	Company Name	:
Company Address	:	Company Address	:
Company Stamp	:	Company Stamp	:
Date	:	Date	: