



**CATEGORIES OF WORKS CHECKLIST**

<b>NO.</b>	<b>CATEGORY</b>	<b>(√)</b>
1	Stationery	
2	Office Equipments	
3	Tailoring	
4	Food and Beverage	
5	Catering Services	
6	Souvenirs / Gifts	
7	Landscape and Gardening	
8	Flower Supplier and Potted Plants	
9	Pest and Anti-insect Control	
10	Cleaning Services	
11	Mechanical and Electrical Services	
12	Civil and Structural Services	
13	Renovation and Interior Design	
14	Transportation and Rental Services	
15	Computer Equipment and Services	
16	Photography and Audio Visual	
17	Printing	
18	Advertising / Branding Agency	
19	Public Relation	
20	Innovation / Layout Design	
21	Travel Agency	
22	Exhibition Contractors	
23	Media Monitoring	
24	Conference/Exhibition Organizer	
25	Publication Agency	
26	Event Management	
27	Car Workshop Services	

Please tick (√) the related categories.

**DETAILS FOR CATEGORY OF WORKS**

<b>NO.</b>	<b>CATEGORY</b>	<b>DETAILS</b>
1	Stationery	Stationeries for office use such as pen, pencil, book, ruler, rubber stamps and including copier paper
2	Office Equipment	Furniture and office equipment such as office system furniture, table, chair, cabinets, shelving including machine, electrical product, communication equipment, pantry equipment, cleaning equipment and etc
3	Tailoring and Textile	Textile, tailoring services, cloth and etc
4	Food and Beverage	Food and beverage including raw food, dry food, food in cane and bottle such as biscuits, 3 in 1, sugar, creamer sachets and mineral water dispenser
5	Catering Services	Manage catering services as needed including supply of chairs, tables, skirting, canopy and etc
6	Souvenirs / Gifts	Souvenirs and gifts as ordered
7	Landscape and Gardening	Maintenance and design for landscape and water features
8	Flower Supplier and Potted Plants	Floral arrangements and potted plant and maintenance

9	Pest and anti-insect Control	Pest control and anti-termite service
10	Cleaning Services	Manpower for office cleaning, carpet and external building cleaning including hygiene and maintenance services.
11	Mechanical and Electrical Services	Maintenance for ACMV, plumbing, voice and data cabling, building automation, CCTV, fire alarm and etc
12	Civil and Structural Services	Civil and structural works and repairs like water proofing, concreting, drains, tiling and etc
13	Renovation and Interior Design	Interior design plans and works like partitioning, ceiling, carpeting, wallpapers, painting, signage and etc
14	Transportation and Rental Services	Transport and logistics for passengers, VIP and VVIP services and car dealers
15	Computer Equipment and Services	Supply computer equipment such as PC, notebook, servers, switches, routers, Microsoft Application Software and related items Repair works for PC, notebook, server switches, LAN cabling and related services
16	Audio Visual / Photography	Services such as interactive gallery, gimmick performance, video and montage and etc
17	Printing	Printing services for publications, name card, letterhead, envelope and etc

18	Advertising / Branding Agency	Design strategy, proposing program and implement programs to promote brand, image, publicity and etc
19	Public Relations	Planning and implementing program and also strategy related to public relations including writing and web based
20	Innovation / Layout Design	Consultancy on publications and design web pages
21	Travel Agency	Ticketing service and travel arrangement on MAS and Air Asia using warrant
22	Exhibition Contractor	Exhibition stall and booth set up services
23	Media Monitoring	Documentation, analysis or copy of news content through media massa or media electronic
24	Professional Conference/Exhibition Organizer	Specialize in managing conference/exhibition domestically or internationally including preparing paperwork in term of concept, conference/exhibition budget and etc
25	Publication Agency	Publication services for journal, magazines, brochures, annual report and any other publication product
26	Event Management	Service and management of event whether formal or informal
27	Car Workshop Services	authorize car workshop for Proton, Nissan and Toyota



**SUPPLIER PRE-QUALIFICATION CHECKLIST**

<b><u>Pre-Qualification</u></b>	<b><u>Minimum Requirement</u></b>
<b>Status</b>	Bumiputera, i.e with Bumiputera majority shareholder or otherwise if they are sole distributor or agents
<b>Year Operation</b>	Above 1 year
<b>Incorporated/ Registered</b>	Incorporated in accordance with the Company's Act 1965 or registered with Suruhanjaya Syarikat Malaysia (SSM)
<b>Registered with</b>	Ministry of Finance (MOF)



## SUPPLIER REGISTRATION CHECKLIST

Please ensure readiness of the necessary documents before you proceed with the submission for registration with SKMM:

<b>No.</b>	<b>Checklist</b>	<b>(√)</b>
1.	SKMM Registration Form (Panel Information Form)	
2.	Company Profile – (Hard Copy & Soft Copy)	
3.	Copy Form 9, Form 24, Form 49 (Bhd and Sdn Bhd) or Business Registration Certificate with Suruhanjaya Syarikat Malaysia (SSM) for sole proprietorship and partnership.	
4.	Copy Bumiputera Contractor Registration Certificate with MOF	
5.	Copy Ministry of Finance Registration Certificate	
6.	Copy Registration Certificate with Construction Industry Development Board (CIDB) for civil work	
7.	Copy Registration Certificate with Contractor Service Centre for civil work	
8.	Copy Lesen Perniagaan Pengendalian Pelancongan/Agensi Pengembaraan ( <b>Travel Agency only</b> )	
9.	Copy of International Air Transport Association (IATA) certificate ( <b>Travel Agency only</b> )	
10.	Copy Bumiputera Malaysia Certificate ( <b>Travel Agency Only</b> )	
11.	Copy of Bank Statements for last 3 months and latest Annual Accounts at least for 1 year	
12.	Categories of Works Checklist Form – Maximum for 3 category only	
13.	Others relevant document that verify work experience and achievement, if any	
14.	Products/Services Catalogue (compulsory for Categories of Works number 1, 2 and 6)	

Please ensure the above documents together with supplier registration checklist must be reach to SKMM before the deadline of the advertisement.



**ADDITIONAL REQUIREMENT FOR TRAVEL AGENCY**

Please ensure you meet the below requirements for registration of Travel Agency:

<b>No.</b>	<b>Checklist</b>	<b>(√)</b>
1.	Agents require to provide a dedicated agency officer handling SKMM account	
2.	Agents require to provide Travel insurance certificate for SKMM passenger	
3.	Agents require to provide representative for VVIP passengers (check-in, luggage and etc)	
4.	Agents require to provide 24 hours helpline/helpdesk or contact numbers for any emergency, queries or assistance	
5.	Ensure that HALAL meal is provided for Muslim passenger	
6.	Ensure that transit time is properly allocated and planned for connecting flights	
7.	Enable to provide the service 24/2, 365 days	
8.	Ensure that reservation deadline is always updated	
9.	Ensure that tickets or E-ticket is send or delivered on time	



**REGISTRATION OF SUPPLIERS – PANEL INFORMATION**

<b>Section I: Organisation Particulars</b>		
Name of Organisation: <i>(Registered)</i>		
Business Address:		
Business Registration No		Date of Incorporation:
Business Contact	Tel:	Fax:
	E-mail:	Website:
Contact Person	1. _____	Designation: _____
	2. _____	Designation: _____
No of year in operation		
Principal Activities / Services Provided:		
Type of Company <i>(Please tick where applicable):</i>		
Sole Proprietor	<input type="checkbox"/>	Public Listed <input type="checkbox"/>
Partnership	<input type="checkbox"/>	Others <i>(Please specify):</i> _____
Private Limited	<input type="checkbox"/>	_____
Principal shareholder:		
Name:		% equity
i.		
ii.		
iii.		



Director(s) / Partner(s):	
Name:	Name:
i. _____	iii. _____
ii. _____	iv. _____
Paid-up capital	
Annual Income/Turnover	

<b>Section II: External References</b> <i>(Please provide another attachment if necessary)</i>
Existing Customer / Corporate client: (i)  (ii)  (iii)
Other Services provided: (i)  (ii)  (iii)

<b>Section III: Declaration</b>	
We / I hereby declare that the information given is correct.	
..... <i>(Signature)</i>	..... <i>(Company's Authorised Stamp)</i>
..... <i>(Name)</i>	..... <i>(Date)</i>

*Note:*  
Please attach additional information separately if necessary.