



## Vendor Registration Form

### Section A

#### Vendor/ contractor details

Company name

Company registration No

Country of incorporation

Date of incorporation

Address

Post code

City  State  Country

Correspondence address

Post code

Contact Email

Office no  Mobile no

Other no  Fax no

Bumiputera  Local  International  Joint Venture (JV) - *Please provide details of % owned below (where applicable)*

BUMIPUTERA	LOCAL	ASEAN	INTERNATIONAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Country <input type="text"/>	Country <input type="text"/>

Corporate Division - Procurement

#### Details of contact person

Name

Designation  Email

Contact No  Mobile No



### Section B

#### Authorised person to collect/ submit tenders

Name

Identity card no.  Contact no

Note:

- Please attach copy (IES) of tender collector(s) identity card(s).
- This will need to be updated as and when there are any changes.

### Section C

#### Particulars of proprietor/ partners/ shareholders

Names	Position	Citizenship	Current Address	Contact no	% Owned

List of directors/ alternate director

  

#### Declaration of relationship with Progresif Cellular Sdn Bhd employees (any relatives/ shareholders):

PCSB employee name	Department	Relationship

#### Vendor bank details - Please write clearly

Bank name & Address	Bank country	Account no	Sort code (UK)/ BSB No (AU)/ FedWire Routing No (US)	Swift code	A/C currency



**Section D**

**Application for registration as contractor and supplier**

Please tick where applicable

New Registration (B\$50.00)

I/ We wish to apply for registration material/ service category codes:  
*(Please see attached list for the Material or Service Categories)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Updating Information (no changes)

Note: Issue of registration certificate (B\$10.00) - For one (1) category

Please send the form back to Progresif

**Progresif Cellular Sdn Bhd**

Unit 1-5, Block A & B, Spg 137-65, Kg Kiarong, Jln Pasar Baharu,  
Gadong, Bandar Seri Begawan, BE1318. Brunei Darussalam

or **Email:** Kertini.besar@progresif.com

I/ We hereby declare that all the details provided in this registration form are true and correct.

**SIGN\***

HERE \_\_\_\_\_

|Date / Tarikh | \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

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**For PCSB Administration Purposes**

Site visit conducted by	_____	Date	_____
	_____	Date	_____
	_____	Date	_____
Remarks	_____		
	_____		
	_____		
Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> KIV / Pending
			Date _____
Remarks	_____		
	_____		
	_____		
PCSB registration no	_____		
Effective date	_____	Expiry date	_____
No of approved work category	_____		
Approved work category(ies)	_____		
	_____		
	_____		
	_____		
Payment amount	_____		
Received date	_____		
Receipt no	_____		



## GUIDELINE FOR COMPLETION OF VENDOR REGISTRATION FORM

### Checklist

Submit the documents against the "Vendor Registration Document Checklist" together with the completed registration form. The document to be submitted will vary depending on whether the company registered is a sole proprietor (SP), private company (PRV), partnership (PRT), cooperative (COOP) or an international company (INT) which are identified in the checklist. Incomplete registration forms or incomplete submission of documentations will not be accepted.

### Registration Form

#### SECTION A

##### **Name of company**

This refers to the full name of the company that it is registered in accordance to the registrar of companies or registrar of business names in the respective country of which the company is incorporated or established.

##### **Full office address**

The address of which the company's office is situated.

##### **Correspondence address**

The mailing address for all correspondences or letters.

##### **Office telephone detail**

This is the telephone number at which the vendor or the representative can be contacted.

##### **Facsimile/ Fax detail**

This is the facsimile number of the vendor that will be used to receive fax.

##### **E-mail address**

This is the electronic mail address at which the vendor wishes all electronic mail to be sent to.

##### **Date of incorporation**

The Date of Incorporation is the date at which the company in particular was incorporated or established. This should be the date of incorporation or date of establishment in the registrar of companies or registrar of business or memorandum of association in the respective countries of which the company has been incorporated.

##### **Country of incorporation**

The country of incorporation refers to the country at which the company in particular was formed or the country of which registrar of companies the company in particular was incorporated in.

##### **Details of contact person**

The name and the position of the individual of which all forms of communication should be addressed to.

##### **Handphone detail**

This is the hand phone number at which the contact person can be contacted and be able to respond immediately.

#### SECTION B

##### **Authorised person to collect or submit tenders**

The vendor may submit the names of 2 individuals, as a representative of the Company, whom will have the authority to collect tender documents, along with their full name as stated in their identification card.

The named individuals must bring along their identification card when collecting tender documents.

#### SECTION C

##### **Particulars of proprietor/ partners/ shareholders**

The names of owners of the company including their details such as their position in the company, citizenship, current address, contact details and percentage of share.

**Family members or spouse/s that are employees of PCSB**

The vendor or vendor's management team is required to disclose whether there are any family members that are employees of PCSB.

Family Members include spouses and siblings only.

The vendor must submit their names, the departments they are currently working in.

**Vendors bank details****Bank name**

Details of the bank that the vendor intend to utilize in the event that there is any contract or procurement activity between the vendor and PCSB.

**Country of bank branch**

The country in which the particular bank account is formed.

**Account no**

The account number of the particular bank account of which details are being submitted.

**Sort code (UK)**

A sort code is a number, which is assigned to a branch of a bank for internal purposes, in the united kingdom.

**BSB no (AU)**

A bsb number is a unique number, which identifies both the bank and the branch of a particular account in australia.

**Fedwire route (US)**

A fedwire route consists of a set of numbers that is used by the bank to transact through different efficient routes for crediting or debiting of accounts.

**Swift code**

A swift code is a banking identification number used for the transaction of payments between banks.

**A/C Currency**

The type of currency in which the bank account is held.

**SECTION D****New registration**

Payment of b\$50 should be made before pcsb issue the letter of approved registration. Pcsb also provide the company receipt upon receiving payments

**Updating information**

No charges being charge for updating information

**Adding / remove of work categories**

No charges being charge for adding or removing of work categories

**Issue of registration certificate (For one [1] category)**

1 (one) category registered will be charge b\$10 for each category for issuing of the registration certificate.

**SECTION E****Material or services**

Material/product – the specific material or product for which the vendor wishes to be registered in.

Service - the type of services that the vendor wishes to be registered.

Please refer list of material and service categories.

**Declaration**

To be signed by the owner of the company or local partner for joint venture companies.

**SECTION E (Attachment) - Material list**

Material Code	Material Type Description	Material Group Description <i>please tick on the materials</i>
ZM01	Office Supplies	OS- Banners <input type="checkbox"/>
		OS- Batteries <input type="checkbox"/>
		OS- Binding Ring <input type="checkbox"/>
		OS- Name Card/ Badges <input type="checkbox"/>
		OS- CD/ Diskette <input type="checkbox"/>
		OS- Clips <input type="checkbox"/>
		OS- Envelopes <input type="checkbox"/>
		OS- Erasers <input type="checkbox"/>
		OS- Files/ File Dividers <input type="checkbox"/>
		OS- General Supplies <input type="checkbox"/>
		OS- Toner/Ribbon/Ink Cartridge <input type="checkbox"/>
		OS- Tapes <input type="checkbox"/>
		OS- Notebook <input type="checkbox"/>
		OS- Papers <input type="checkbox"/>
		OS- Pens <input type="checkbox"/>
		OS- Plastics <input type="checkbox"/>
		OS- Postage/Rubber Stamps <input type="checkbox"/>
		OS- Printed Book/Form <input type="checkbox"/>
		OS- Printed Card <input type="checkbox"/>
		OS- Printing & Stationery <input type="checkbox"/>
		OS- Reading Materials <input type="checkbox"/>
OS- Signage <input type="checkbox"/>		
OS- Staplers/Staples <input type="checkbox"/>		
OS- Stickers <input type="checkbox"/>		
ZM02	Office Furniture	OS- Office Furniture <input type="checkbox"/>
ZM03	Office Equipment	OS- Office Equipment <input type="checkbox"/>
ZM04	Consumables	CO- Abrasive <input type="checkbox"/>
		CO- Adhesive <input type="checkbox"/>
		CO- Chemicals <input type="checkbox"/>
		CO- Cleaning Items <input type="checkbox"/>
		CO- Component Oil <input type="checkbox"/>
		CO- Electrical Consumables <input type="checkbox"/>
		CO- Electrode <input type="checkbox"/>
		CO- Gas & Utilities <input type="checkbox"/>

Material Code	Material Type Description	Material Group Description <i>please tick on the selected materials</i>
ZM04	Consumables	CO- General <input type="checkbox"/> CO- Metal <input type="checkbox"/> CO- Oil, Lubricant & Grease <input type="checkbox"/> CO- Paints <input type="checkbox"/> CO- Sanitary <input type="checkbox"/> CO- Service Supply Goods <input type="checkbox"/> CO- Solar & Petrol <input type="checkbox"/>
ZM05	Packaging	PK- Boxes <input type="checkbox"/> PK- Bag <input type="checkbox"/> PK- Bakery Packing <input type="checkbox"/> PK- Bottle <input type="checkbox"/> PK- Bubble Wrap <input type="checkbox"/> PK- Can <input type="checkbox"/> PK- Cargo <input type="checkbox"/> PK- Carton <input type="checkbox"/> PK- Containers <input type="checkbox"/> PK- Crates <input type="checkbox"/> PK- Crystal Packing <input type="checkbox"/> PK- Express Packing <input type="checkbox"/> PK- Pallets <input type="checkbox"/> PK- Paper Bag <input type="checkbox"/> PK- Soft Cases Boxes <input type="checkbox"/> PK- Sticker <input type="checkbox"/> PK- Tub <input type="checkbox"/>
ZM06	Tools & Spare Parts	SP- General Parts <input type="checkbox"/> SP- Kitchen Parts <input type="checkbox"/> SP- Crystal Prod Parts <input type="checkbox"/> SP- Warehouse <input type="checkbox"/> SP- Toolset <input type="checkbox"/>
ZM08	Uniform	UF-Staff Uniform <input type="checkbox"/> UF-Retail Store Uniform <input type="checkbox"/> UF-Safety Uniform <input type="checkbox"/>
ZM09	Safety & Security	SS-Fire & Safety accessories <input type="checkbox"/> SS-Security accessories <input type="checkbox"/>
ZM10	Trading Telco	TL- Handset <input type="checkbox"/>



Material Code	Material Type Description	Material Group Description <i>please tick on the materials</i>
ZM10	Trading Telco	TL- Handset Accessories <input type="checkbox"/> TL- Other Mobile Devices <input type="checkbox"/> TL- Sim card <input type="checkbox"/> TL- Top Up Card <input type="checkbox"/>
ZM11	Telco Equipment	TE- Transmission Equipment <input type="checkbox"/> TE- Base station <input type="checkbox"/> TE- Cable Network <input type="checkbox"/> TE- Core network <input type="checkbox"/> TE- Microwave Equipment <input type="checkbox"/> TE- Telco Business System Hardware <input type="checkbox"/> TE- Telco Business System Software <input type="checkbox"/>
ZM21	Telco Services	TS- Post Loc Voice <input type="checkbox"/> TS- Post Loc SMS <input type="checkbox"/> TS- Post Loc Data <input type="checkbox"/> TS- Post IDD Voice <input type="checkbox"/> TS- Post IDD SMS <input type="checkbox"/> TS- Post OB Roam Voice <input type="checkbox"/> TS- Post OB Roam SMS <input type="checkbox"/> TS- Post OB Roam Data <input type="checkbox"/> TS- Post MT Loc Voice <input type="checkbox"/> TS- Post MT IDD Voice <input type="checkbox"/> TS- Post MT OB Roam Voice <input type="checkbox"/> TS-Post Monthly Plan <input type="checkbox"/> TS-Post Suspension <input type="checkbox"/> TS- Pre Loc Voice <input type="checkbox"/> TS- Pre Loc SMS <input type="checkbox"/> TS- Pre Loc Data <input type="checkbox"/> TS- Pre IDD Voice <input type="checkbox"/> TS- Prep IDD SMS <input type="checkbox"/> TS- Pre OB Roam Voice <input type="checkbox"/> TS- Pre OB Roam SMS <input type="checkbox"/> TS- Pre OB Roam Loc Data <input type="checkbox"/> TS- Pre Credit Balance <input type="checkbox"/> TS- Inter Loc Voice <input type="checkbox"/> TS- Inter Loc -SMS <input type="checkbox"/>

Material Code	Material Type Description	Material Group Description <i>please tick on the materials</i>
ZM21	Telco Services	TS- Pre OB Roam Loc Data <input type="checkbox"/>
		TS- Pre Credit Balance <input type="checkbox"/>
		TS- Inter Loc Voice <input type="checkbox"/>
		TS- Inter Loc -SMS <input type="checkbox"/>
		TS- Inter Loc -Video <input type="checkbox"/>
		TS- Inter International-Voice <input type="checkbox"/>
		TS- Inter International SMS <input type="checkbox"/>
		TS- Inter International-Video <input type="checkbox"/>
		TS-IB Roaming <input type="checkbox"/>
		TS- Leased Lines <input type="checkbox"/>
		TS- Data Centre <input type="checkbox"/>
		TS- Fixed Wireless <input type="checkbox"/>

Service Category	Service Category Description	Valuation Class Description
ZS01	General Services	GS- Air Fares <input type="checkbox"/>
		GS- Catering <input type="checkbox"/>
		GS- Cleaning Services <input type="checkbox"/>
		GS- Hotel <input type="checkbox"/>
		GS- Installing <input type="checkbox"/>
		GS- Laundry <input type="checkbox"/>
		GS- Manpower <input type="checkbox"/>
		GS- Medical <input type="checkbox"/>
		GS- Packaging <input type="checkbox"/>
		GS- Pest Control <input type="checkbox"/>
		GS- Printing Services <input type="checkbox"/>
		GS- Sanitation Management <input type="checkbox"/>
		GS- Security <input type="checkbox"/>
		GS- Storage <input type="checkbox"/>
		GS- Uniform <input type="checkbox"/>
		GS- Visa Fees <input type="checkbox"/>
ZS02	Repair & Maintenance	RM- AC & Cold Room Maint <input type="checkbox"/>
		RM-Buildings & Facilities <input type="checkbox"/>
		RM- Renovation Works <input type="checkbox"/>

Service Category	Service Category Description	Material Group Description <i>please tick on the materials</i>
ZS02	Repaid & Maintenance	RM- Building <input type="checkbox"/> RM- Light Bulb <input type="checkbox"/> RM-Air Conditioning <input type="checkbox"/> RM-Chiller & Freezer <input type="checkbox"/> RM-Communication Dev <input type="checkbox"/> RM-Customer Support Serv <input type="checkbox"/> RM-Electro & Electric Dev <input type="checkbox"/> RM-Equipment <input type="checkbox"/> RM-Forklift <input type="checkbox"/> RM-Gen Motor Vehicles <input type="checkbox"/> RM-Machinery & Equip <input type="checkbox"/> RM-Maintenance Item <input type="checkbox"/> RM-Off Computer Equip <input type="checkbox"/> RM-Off Furniture & Fittings <input type="checkbox"/> RM-Office Equip Maint <input type="checkbox"/> RM-Spares Mgt Serv <input type="checkbox"/> RM-Tractor <input type="checkbox"/>
ZS03	Rental	RN- Communication Rental <input type="checkbox"/> RN- Electronic & Electrical Devices <input type="checkbox"/> RN- Furniture & Fittings <input type="checkbox"/> RN- Hall <input type="checkbox"/> RN- Office <input type="checkbox"/> RN- Office Equipment <input type="checkbox"/> RN- Residential <input type="checkbox"/> RN- Ship/Boat <input type="checkbox"/> RN- Store <input type="checkbox"/> RN- Transportation Vehicles <input type="checkbox"/>
ZS04	Transportation	TR- Parking <input type="checkbox"/> TR- Shipping Cost <input type="checkbox"/> TR- Mileage <input type="checkbox"/> TR- Handling/Transport <input type="checkbox"/> TR- Courier <input type="checkbox"/>
ZS05	Professional Services	PS- Accountancy & Surveillance Audit <input type="checkbox"/> PS- Consultancy & Management <input type="checkbox"/> PS- Consultant Ticket & Hotel <input type="checkbox"/>

Service Category	Service Category Description	Material Group Description <i>please tick on the materials</i>
ZS05	Professional Services	PS- Corporate Secretarial <input type="checkbox"/> PS- Debt Collection <input type="checkbox"/> PS- DGR Invigi Ticket & Hotel <input type="checkbox"/> PS- DGR Invigilator <input type="checkbox"/> PS- Legal Services <input type="checkbox"/> PS- Membership <input type="checkbox"/> PS- Numbering <input type="checkbox"/> PS- Outsourcing <input type="checkbox"/> PS- Professional <input type="checkbox"/> PS- Registrar of Companies <input type="checkbox"/> PS- Stamp Duty <input type="checkbox"/> PS- Survey Fees <input type="checkbox"/> PS- Tax Fees <input type="checkbox"/> PS- Tender Fees <input type="checkbox"/> PS- Training <input type="checkbox"/>
ZS06	Sales & Marketing Services	SM- Advertising <input type="checkbox"/> SM- Agency Fees <input type="checkbox"/> SM- Branding <input type="checkbox"/> SM- Brochures Serv <input type="checkbox"/> SM- Complimentary <input type="checkbox"/> SM- Conferences & Exhibition <input type="checkbox"/> SM- Decorations Service <input type="checkbox"/> SM- Gifts & Souvenir <input type="checkbox"/> SM- Entertainment <input type="checkbox"/> SM- Launching Expenditure <input type="checkbox"/> SM- Magazine Media <input type="checkbox"/> SM- Market Research <input type="checkbox"/> SM- Newspaper Media <input type="checkbox"/> SM- Outdoor Media <input type="checkbox"/> SM- Radio Media <input type="checkbox"/> SM- Sponsorship <input type="checkbox"/> SM- TV & Cinema Media <input type="checkbox"/> SM- Web & Social Media <input type="checkbox"/>
ZS07	IT & Security	IT- Bank System Services <input type="checkbox"/> IT- Call Center Services <input type="checkbox"/>

Service Category	Service Category Description	Material Group Description <i>please tick on the materials</i>
ZS07	IT & Security	IT- CCTV Services <input type="checkbox"/> IT- Computer Accessories <input type="checkbox"/> IT- Hardware Expenses <input type="checkbox"/> IT- License Fee <input type="checkbox"/> IT- Manpower Services <input type="checkbox"/> IT- Money in Transit <input type="checkbox"/> IT- Network & Cabling <input type="checkbox"/> IT- Printing Services <input type="checkbox"/> IT- Repair & Maintenance <input type="checkbox"/> IT- Security Services <input type="checkbox"/> IT- Service Provider <input type="checkbox"/> IT- Software Expenses <input type="checkbox"/> IT- Software License Fees <input type="checkbox"/> IT- Storage Services <input type="checkbox"/> IT- Subscription Fee <input type="checkbox"/>
ZS08	Licences	LI- License Fee <input type="checkbox"/> LI- Communication Devices <input type="checkbox"/> LI- Dealers <input type="checkbox"/>
ZS09	Insurance	IN- Compensation <input type="checkbox"/> IN- Gen Liability <input type="checkbox"/> IN- Vehicle & Road Tax <input type="checkbox"/> IN- Corp Medical <input type="checkbox"/> IN- Motor & Vehicle <input type="checkbox"/> IN- Equipment & Machinery <input type="checkbox"/> IN- Group Hospital & Surgical <input type="checkbox"/> IN- Money In Transit <input type="checkbox"/> IN- Group Term Life <input type="checkbox"/> IN- Business Interruptions <input type="checkbox"/>

**Vendor/ contractor details**

Please provide the following documentations where applicable:

✓ = It is a MANDATORY requirement. Failure to provide these documents will not be entertained to register.

DOCUMENTATIONS	Type of Company				
	SP	COOP	PRT	PVT / Sdn Bhd	INT
Copy of Certificate of Registration		✓			
Copy of Constitution		✓			
Copy of Certificate of Registration of Business Name (Section 16 & 17)	✓		✓		
Copy of Partnership Agreement			✓		
Copy of Certificate of Incorporation				✓	✓
Copy of Particulars of Directors of Managers (For local - Form X to be provided. For International please provide official documentations)	✓	✓	✓	✓	✓
Copy of Memorandum & Articles of Association				✓	
Copy of Return on the Allotment of Shares (Section 45)				✓	
Copy of Notice of Change in the situation of the Registered Office (where applicable)				✓	
Copy of Company's latest list of Members of Accompany Annual Return				✓	
Copy of Share Certificates				✓	
Copy of IC/Passport of Proprietor/Partners/Shareholders	✓	✓	✓	✓	✓
Copy of latest audited financial statement or account	✓	✓	✓	✓	✓
Company profile	✓	✓	✓	✓	✓
Organizational Structure	✓	✓	✓	✓	✓
Project references or past experience (include on-going and completed projects)	✓	✓	✓	✓	✓
Any certifications, qualifications and accreditations - if any	✓	✓	✓	✓	✓
HSE (Health Safety & Environment) documents	✓	✓	✓	✓	✓
<b>SPECIFIC FOR MATERIAL OR PRODUCT REGISTRATION</b>					
Copy of Letter of Agency/Representation and letter of support from OEM or principal	✓	✓	✓	✓	✓
Material or product catalogues or brochures	✓	✓	✓	✓	✓
Material Specification Data Sheet (MSDS) - if any	✓	✓	✓	✓	✓
Copy of letter from Manufacturer stating warranty - if any	✓	✓	✓	✓	✓

Corporate Division - Procurement

**LEGEND**
**SP** - Sole Proprietor

**COOP** - Cooperative

**PRT** - Partnership

**INT** - International

**PRV/Sdn Bhd** - Private Company Ltd / Sendirian Berhad

