



**REACH INTEGRATED SDN BHD** (Malaysian Company Reg. No. : 582841-D)  
**Consultancy, Contracting, Design, Distribution, Engineering Services and Supplies**  
 Business Address : No. 35-3 & 35-3 (2nd & 3rd Floor), Jalan Wangsa Delima 12, D'Wangsa, Wangsa Maju, 53300 Kuala Lumpur, MALAYSIA.  
 Contact Points :  
 Official Website : [www.reachintegrated.com](http://www.reachintegrated.com)  
 Email Address : [info@reachintegrated.com](mailto:info@reachintegrated.com)  
 Telephone No. : +6 03 4142 2222 (toll-free Line)  
 Facsimile No. : +6 03 4143 6333

Document Owned By : REACH INTEGRATED SDN BHD

**VENDOR REGISTRATION GUIDELINES,  
 PROCUREMENT & PURCHASING POLICY**

(Version : 2008-03-01)

|                 |               |            |             |
|-----------------|---------------|------------|-------------|
| Document Name : | Authored By : | Date :     | Version :   |
| VRGPPP          | Mah Kim Guan  | 01.03.2008 | Revision-01 |

**PROCUREMENT & PURCHASING CONTROL**

**A. REGISTRATION GUIDELINES :**

**1.0 FOR NEW REGISTRATION APPLICATIONS :-**

- a. Form To Be Used :
  - Supplier's or Contractor's Due-Diligence & Registration Form. → also known as : **DDRF FORM**
  - All "DDRF FORM" will be provided in Microsoft Excel format but is password protected to prohibit unauthorized alteration.
  - All "DDRF FORM" can be requested by written request via email.
  - To request for "DDRF FORM" please state your company's name, address, contact person and contact details.
  - Request for "DDRF FORM" to be emailed to : "[mail@reachintegrated.com](mailto:mail@reachintegrated.com)".
  - Request for "DDRF FORM" to be emailed and addressed to : "**The Head of Administration & Corporate Finance**".
  - The "DDRF FORM" sent to Vendor requesting registration will be assigned a specific "DDRF REFERENCE CODE".
  - Please do not change, delete or make amendment to this specific "DDRF REFERENCE CODE" assigned.
- b. All items marked as compulsory information in the above FORM(s) must be completed.
- c. Standard supporting document required to supplement Vendor's application :
  - As stated by "DDRF FORM".
- d. Additional supporting document required for Registration Category(s) under "Supply of Products & Materials" :
  - Product / material brochure(s) or technical data sheet(s) for product(s) or material(s) offered.
  - Reference project for product(s) or material(s) offered.
- e. Additional supporting document required for Registration Category(s) under "General Services" :
  - Equipment / tool / personnel list for service(s) offered.
  - Reference project / past experience for service(s) offered.
- f. Additional supporting document required for Registration Category(s) under "Project Related Services" :
  - Equipment / tool / personnel list for service(s) offered.
  - Reference project / past experience for service(s) offered.
- g. Additional supporting document required for Registration Category(s) under "Subcontracting Works" :
  - Valid and active (not expired) accreditation / license / certification for work(s) offered.
  - Reference project / past experience for work(s) offered.
- h. Additional supporting document required for Registration Category(s) under "Logistic Supports" :
  - List of facilities / type of transport or vehicle for logistic support(s) offered.
  - List of location / capacity / size / valid & active PMA for logistic support(s) offered.
- i. Submission of Registration Form and supporting document :-
  - To be posted to : THE HEAD OF ADMINISTRATION & CORPORATE FINANCE  
 REACH INTEGRATED SDN BHD  
 No. 35-3, Block 1D, Jalan Wangsa Delima 12, D'Wangsa, Wangsa Maju, 53300 Kuala Lumpur, Malaysia.  
 Tel. : +6 03 4142 2222 Fax : +6 03 4143 6333

**2.0 FOR RENEWAL REGISTRATION APPLICATIONS :-**

- a. Form To Be Used :
  - Supplier's or Contractor's Registration Renewal & Assessment Form. → also known as : **VRRAF FORM**
  - All "VRRAF FORM" will be provided in Microsoft Excel format but is password protected to prohibit unauthorized alteration.
  - All "VRRAF FORM" can be requested by written request via email.
  - To request for "VRRAF FORM" please state your company's name, address, contact person and contact details.
  - Request for "VRRAF FORM" to be emailed to : "[mail@reachintegrated.com](mailto:mail@reachintegrated.com)".
  - Request for "VRRAF FORM" to be emailed and addressed to : "The Head of Administration & Corporate Finance".
  - The "VRRAF FORM" sent to Vendor requesting registration will be assigned a specific "VRRAF REFERENCE CODE".
  - Please do not change, delete or make amendment to this specific "VRRAF REFERENCE CODE" assigned.
- b. All items marked as compulsory information in the above FORM(s) must be completed.
- c. Standard supporting document required to supplement Vendor's application :
  - As stated by "VRRAF FORM".
- d. Additional supporting document required for Registration Category(s) under "Supply of Products & Materials" :
  - Product / material brochure(s) or technical data sheet(s) for product(s) or material(s) offered.
  - Reference project for product(s) or material(s) offered.
- e. Additional supporting document required for Registration Category(s) under "General Services" :
  - Equipment / tool / personnel list for service(s) offered.
  - Reference project / past experience for service(s) offered.
- f. Additional supporting document required for Registration Category(s) under "Project Related Services" :
  - Equipment / tool / personnel list for service(s) offered.
  - Reference project / past experience for service(s) offered.
- g. Additional supporting document required for Registration Category(s) under "Subcontracting Works" :
  - Valid and active (not expired) accreditation / license / certification for work(s) offered.
  - Reference project / past experience for work(s) offered.
- h. Additional supporting document required for Registration Category(s) under "Logistic Supports" :
  - List of facilities / type of transport or vehicle for logistic support(s) offered.
  - List of location / capacity / size / valid & active PMA for logistic support(s) offered.
- i. Submission of Registration Renewal Form and supporting document :-
  - To be posted to : THE HEAD OF ADMINISTRATION & CORPORATE FINANCE  
 REACH INTEGRATED SDN BHD  
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 [Note : 2nd Floor - Operation Office, 3rd Floor - Management Office]

Document Owned By : REACH INTEGRATED SDN BHD

**VENDOR REGISTRATION GUIDELINES,  
 PROCUREMENT & PURCHASING POLICY**

(Version : 2008-03-01)

|                 |               |            |             |
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**PROCUREMENT & PURCHASING CONTROL**

**B. REGISTRATION POLICY :**

The approval for Registration of your company is based on information provided by your company. However, the VENDOR is reminded that it is the POLICY of REACH INTEGRATED to constantly update, monitor, assess and enhance its resources to enable and provide the best solutions & services in supporting its business objectives. In accordance to this POLICY, you are required to notify REACH INTEGRATED of any changes to the information provided, failing which REACH INTEGRATED shall reserve all rights to cancel the Registration without prior written notice. The VENDOR is also reminded that the Registration is not an agreement to or a guarantee to be awarded any Purchase Order, Contract Agreement or Work Order by REACH INTEGRATED but serves as an approval of Registration of your company to offer the supply of goods or services to REACH INTEGRATED only. All Purchase Order, Contract Agreement or Work Order shall only be issued by REACH INTEGRATED upon successful and due approval in accordance to our "AUTHORITY LIMITS FOR EXECUTION OF COMMERCIAL PAPERS" and in compliance to our "PROCEDURES TO RAISE & ISSUE OFFICIAL PURCHASE ORDERS".

**C. EXPIRY DATE OF REGISTRATION :**

- a. To enable constant updates, monitoring & assessment of our Vendors, each Registration will be valid for a period of **TWO (2) Years** only.
- b. Expired registrations will be automatically removed from our Procurement Database.
- c. To avoid removal from our Procurement Database, expired Vendors must Re-Register themselves.
- d. Re-Registrations can be done in accordance to "RENEWAL REGISTRATION APPLICATIONS" as outlined by item A. 2.0.

**D. PROCUREMENT & PURCHASING POLICY :**

The Procurement & Purchasing Policy of REACH INTEGRATED deems that any goods or services ordered or rendered without the due delivery or completion (complete with Certification of Acceptance / Completion) of the same, shall NOT constitute, caused or form any obligation whatsoever for the settlement of any part or the whole sum / amount agreed between REACH INTEGRATED with the respective VENDOR as stated by the relevant Purchase Order, Contract Agreement or Work Order issued by REACH INTEGRATED, unless provisioned by means of Progress Claim(s) complete with Certification. The VENDOR is reminded that payment term(s) may differ from case by case.

**E. AUTHORITY LIMITS FOR THE EXECUTION OF COMMERCIAL PAPERS :**

To ensure purchase security and authenticity, the VENDOR is hereby informed that our Standard Operating Procedures had stated that the following Commercial Papers be and will only be valid and treated as legitimate upon due endorsement or approval in accordance to :

- 1.0 Issuance of Purchase Order :
  - a. For Amount Less Than RM50,000.00 or Any Foreign Currency Equivalent. → Must Be Approved By One (1) General Manager **AND** One (1) Company Director.
  - b. For Amount Less Than RM100,000.00 or Any Foreign Currency Equivalent. → Must Be Approved By One (1) General Manager **AND** Two (2) Company Directors.
  - c. For Amount Less Than RM500,000.00 or Any Foreign Currency Equivalent. → Must Be Approved By One (1) General Manager **AND** Three (3) Company Directors.
  - d. For Amount Greater Than RM500,000.00 or Any Foreign Currency Equivalent. → Must Be Approved By One (1) General Manager **AND** The Company's Board of Directors.
- 2.0 Definitions :
  - a. General Manager → The CHIEF OPERATION OFFICER or The CHIEF EXECUTIVE OFFICER of The Company.
  - b. Company Director → The HEAD of EXECUTIVE MANAGEMENT COMMITTEE or Any Member of The Company's Board of Directors In Accordance To The Valid FORM : 49 At The Time of The Transaction.

**F. MUTUAL AGREEMENT FOR SETTLEMENT OF DOWN OR ADVANCED PAYMENT(S) :**

REACH INTEGRATED understands that under certain circumstances, the VENDOR may or insists on the settlement of Down or Advanced Payment (amount or percentage of settlement may vary from case to case, but as stated by the Purchase Order, Contract Agreement or Work Order) prior to the commencement of works and / or delivery (partial or full) pertaining to goods or services ordered or rendered, without the requirement or need to provide any form of Certification of Acceptance / Completion, except by providing the necessary invoice or billing document issued by the respective VENDOR. In return of accepting the settlement of the said Down or Advanced Payment made or to be made by REACH INTEGRATED, the VENDOR shall be agreeable to undertake, accept and agree to provide REACH INTEGRATED with FORM(s) of COLLATERAL and TYPE of GUARANTEE to be mutually agreed.



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**VENDOR REGISTRATION GUIDELINES,  
 PROCUREMENT & PURCHASING POLICY**

(Version : 2008-03-01)

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**PROCUREMENT & PURCHASING CONTROL**

**G. REGISTRATION CATEGORIES AVAILABLE :**

**1.0 Supply of Products & Materials :-**

- a. Sectional Steel Products
- b. Stainless Steel Profiles
- c. Earthing / Grounding Materials & Accessories
- d. Electrical Parts / Components
- e. Telecommunication Parts / Components
- f. Building Materials
- g. Civil Construction Materials
- h. Fire Protection / Suppression Systems
- i. Mechanical Measurement Instruments
- j. Digital Measurement Instruments
- k. Fluid Measurement Instruments
- l. Electrical Cables, Lugs, Connectors & Accessories
- m. Exhibition Booths / Pavilions
- n. Sound / PA Systems
- o. Lighting Systems / Synchronized Displays (Electronic)
- p. Flyers / Brochures / Hand-Outs
- q. Controlled Items (Fire Arms, etc.)
- r. Power Generation / Distribution / Regulating Systems
- s. Processed / Un-Processed Food
- t. Scaffolds / Claddings
- u. Agriculture Consumables (Fertilizers, etc.)
- v. Fabrication Tools / Equipment / Consumables
- w. Electrical Appliances / Machineries
- x. Hydraulic / Mechanical Tools
- y. Sundries
- z. Stationeries & Office Appliances
- aa. Computers, Software & Peripherals
- ab. Indoor / Outdoor Displays
- ac. Clothing - Coverall, Jackets, etc.
- ad. PPEs - Safety Goggles, Helmets, Boots, Ear Plugs, etc.
- ae. Fabricated Structures - Towers / Cabins
- ac. Fabricated Vessels - Tanks / Boilers / Silos
- ad. Pre-Fabricated Electrical Panels, Boards & Accessories
- ah. Others (To Be Stated)

**2.0 General Services :-**

- a. Office Cleaning
- b. Vehicle - Rental / Hire Purchase
- c. Professional / Management Courses
- d. Logistic / Lodging - Local & Overseas
- e. Freight Forwarding - Local
- f. Freight Forwarding - Overseas
- g. Courier / Postal / Delivery Services
- h. Team Building Courses
- i. Health, Safety & Environment Courses
- j. Statutory Applications
- k. Legal - Advisory / Proceedings
- l. Health, Safety & Environment Trainings
- m. General Repairs - Office
- n. Vehicle Workshop Maintenance
- o. Computers, Software & Peripherals - Repairs / Maintenance
- p. Quality Management System
- q. Quality Management Assessment
- r. Quality Management Certification
- s. External Auditing - Procedures
- t. External Auditing - Accounting
- u. Communication - Repairs & Maintenance
- v. Advertisement - Job Vacancy
- w. Advertisement - Others
- x. Catering / Banquet / Functions
- y. Repairs & Maintenance - Plumbing
- z. Repairs & Maintenance - Electrical
- aa. Repairs & Maintenance - Civil & Structural
- ab. Others (To Be Stated)

**3.0 Project Related Services :-**

- a. Supply of Labour
- b. Supply of Labour - Professionals
- c. Testing & Commissioning Services - Electrical (Low Voltage)
- d. Testing & Commissioning - Telecoms
- e. Testing & Commissioning - Piping / Vessels
- f. Testing & Commissioning Services - Electrical (High Voltage)
- g. Testing & Commissioning - Sound / Lighting
- h. Lab Testing - Materials / Structure
- i. Testing & Commissioning - Fire Protection / Suppression Systems
- j. Site Testing - Materials / Structure
- k. Property Acquisition - Rental / Purchase
- l. Professional Design / Endorsement - Civil
- m. Health, Safety & Environment Courses
- n. Health, Safety & Environment Assessment
- o. Professional Design / Endorsement - Electrical
- p. Local Authorities / Statutory Applications
- q. Logistic / Lodging - Local & Overseas
- r. Professional Design / Endorsement - Piping
- s. Freight Forwarding - Local
- t. Freight Forwarding - Overseas
- u. Professional Design / Endorsement - Structural
- v. CME Site Survey
- w. RF / Transmission / LoS Site Survey
- x. Professional Design / Endorsement - Fire Protection
- y. AC / DC Power Application
- z. Self Generated Electricity - Application
- aa. Architectural Designs & Drawings - Buildings
- ab. Application - Third Parties
- ac. X-Ray / Gamma Ray - Tests & Reports
- ad. Architectural Designs - Stagings / Booths / Tents / Temporary Structures
- ae. RF Design / Planning - Reports
- af. Transmission Design / Planning - Reports
- ag. Quantity Surveying / Endorsement
- ah. RF Optimization & Engineering
- ai. Engineering Drawings / Draughting
- aj. Land Area Survey & Endorsement
- ak. Soil Investigation
- al. Soil Resistivity Profiling
- am. Property Acquisition - Tenancy / S&P Agreement
- an. QA / QC Manuals & Procedures
- ao. Building Characteristic & Assessment
- ap. Structural Integrity Checks / Reports
- aq. Others (To Be Stated)



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**PROCUREMENT & PURCHASING CONTROL**

**G. REGISTRATION CATEGORIES AVAILABLE (CONTINUED) :**

**4.0 Subcontracting Works :-**

- |   |   |  |
|---|---|--|
| a. Major Civil Works - Above RM100,000.00       | b. Minor Civil Works - RM100,000.00 & Below             | c. Landscaping, Architectural & Aesthetic Works                                  |
| d. Install, Test & Commission - Telecoms        | e. Supply, Install, Test & Commission - Telecoms        | f. Design, Supply, Install, Test & Commission - Telecoms                         |
| g. Install, Test & Commission - M&E Works       | h. Supply, Install, Test & Commission - M&E Works       | i. Design, Supply, Install, Test & Commission - M&E Works                        |
| j. Install, Test & Commission - Fire Protection | k. Supply, Install, Test & Commission - Fire Protection | l. Design, Supply, Install, Test & Commission - Fire Protection                  |
| m. Installation - Electrical & Instrument Works | n. Install, Test & Commission - E & I Works             | o. Supply, Install, Test & Commission - E & I Works                              |
| p. Piping & Metering Works                      | q. Structural Steel - Installation Only                 | r. Structural Steel - Design, Supply & Installation                              |
| s. Plumbing / Sewer Works                       | t. Hot-Dipped Galvanizing                               | u. Corrosion Protection Schemes  |
| v. Subsea Pipelines                             | w. Underwater Surveys                                   | x. Pipeline Surveys / Pigging Works  |
| y. Subsea Weldings                              | z. Offshore Hook-Up & Commissioning                     | aa. Vessels / Tanks / Silos - Design, Supply, Installation, Testing & Commission |
| ab. Scaffolds / Claddings                       | ac. Building Works - Above RM100,000.00                 | ad. Building Works - RM100,000.00 & Below  |
| ae. Specialized Anti-Fall Arrestor              | af. Install, Test & Commission - Security Devices       | ag. Supply, Install, Test & Commission - Security Devices                        |
| ah. Chemical / Sewerage Treatment Plant         | ai. Construction of Jetty / Terminals                   | aj. Construction of Plants - Palm Oil Mill / Refinery                            |
| ak. Exhibition Booths / Stagings / Tents        | al. Display / Sound / Lighting Systems                  | am. Install, Test & Commission - Power Generation / Distribution                 |
| an. Fire Works                                  | ao. Demolition - Buildings / Structures                 | ap. Communication, Network, Internet & IT Infrastructures                        |
| aq. Roads / Bridges / Crossings                 | ar. Piling Works - R.C. / Micro / etc.                  | as. Public Utilities - Pavement / Toilet / Traffic Lights / etc.                 |
| at. Others (To Be Stated)                       |   |  |

**5.0 Logistic Supports :-**

- |                                      |   |   |
|--------------------------------------|---|---|
| a. Warehouse / Storage Facilities    | b. Cold Storage Facilities                  | c. Waste Storage Facility / Disposal Site           |
| d. Mobile Crane Hiring               | e. Trailer / Lorry / Low-Loader Hiring      | f. Construction Heavy Machineries                   |
| g. Cargo Crane Hiring                | h. Four-Wheeled Drives Rental               | i. Traffic Deviation / Night Work Permitting        |
| j. Car Rental                        | k. Sky-Lifts Rental                         | l. Barricades / Hoardings / Traffic Safety Signages |
| m. Tower Crane Hiring                | n. Piling Machines                          | o. Airport / Sea Port Clearance Services            |
| p. Barge / Vessel Rental             | q. Exploration / Production / Drilling Rigs | r. Subsea Pipe / Cable Laying Vessels               |
| s. Forklifts                         | t. Crude Oil / LNG / CNG Tankers - Ships    | u. Palm Oil / Bulk Tankers - Ships                  |
| v. Personnel / Supply Vessel - Ships | w. Crude Oil / LNG / CNG Tankers - Land     | x. Palm Oil / Bulk Tankers - Land                   |
| y. Cargo / Freight Airplanes         | z. Chartered Airplanes - Personnel          | aa. Controlled Substance / Explosive Transport      |
| ab. Others (To Be Stated)            |   |   |

**H. REGISTRATION CERTIFICATE :**

- Only successful applications will be issued a valid Registration Certificate.
- The Registration Certificate shall state clearly the date of which the registration shall become expired.
- The Registration Certificate shall state clearly the Categories of Works approved / registered.
- The Registration Certificate shall be posted to the "Business / Correspondence Address" stated by the DDRF or VRRAF Form submitted by the VENDOR.
- Un-successful Applications will NOT be notified.

**I. PROCESSFLOW & TIMELINES :**

- |  |          |
|--|----------|
| a. Receive Registration / Renewal Application Form & Supporting Document.  | → 1 DAY  |
| b. Assessment of Registration / Renewal Application Form & Supporting Document In Accordance To RISB's Standard Checklist. | → 4 DAYS |
| c. Comment from Various End-Users / Heads of Departments In Accordance To RISB's Standard Feedback Form.                   | → 3 DAYS |
| d. Approval / Rejection Stage.   | → 2 DAYS |
| e. VENDOR's Database Updates.  | → 2 DAYS |
| f. Issuance of Registration Certificate.   | → 2 DAYS |
| g. Postage.  | → VARIES |

Note : DAY(S) = WORKING DAY(S) & SUBJECT TO AVAILABILITY OF PERSONNEL.