



Malaysian Institute of Accountants



www.wcoa2010kualalumpur.com

PRE-QUALIFICATION FORM FOR SUPPLIER

PRIVATE & CONFIDENTIAL

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1. Instructions to Prospective Suppliers

1.1 Introduction

- 1.1.1 The Malaysian Institute of Accountants (MIA) is embarking in a pre-qualification exercise in order to establish a list of companies and organisations who are well reputed, have worked in both large and small scale projects and who have gained excellent track record in the products & services industry. We are seeking to pre-qualify suppliers to be part of the Institute's panel of suppliers.

1.2 Background

- 1.2.1 The Malaysian Institute of Accountants (MIA) is a statutory body established under the Accountants Act, 1967 to regulate and develop the accountancy profession in Malaysia. To date, MIA has close to 25,000 members.

MIA's responsibilities include education and quality assurance as well as enforcement which are carried out to ensure that the credibility of the profession is maintained and that public interest is continuously upheld.

MIA is proud to be the host of the prestigious 18th World Congress of Accountants (WCOA) in Kuala Lumpur in November 2010. The WCOA is the largest gathering of accountants in the world where thousands of professional accountants, government officials, industry leaders, policy makers, standard-setters, innovators and delegations meet to exchange views on areas of international and regional interest.

Held every four years, it is highly respected and well attended, attracting over 6,500 delegates from around the world.

With such a challenging undertaking, MIA is inviting high profile qualified suppliers of products and services capable of contributing to the global success of WCOA to embark on a pre-qualification exercise.

1.3 Terms & Conditions

- 1.3.1 Suppliers are required to comply with the requirements as stated in Pre-Qualification Form. Failure to do so may cause the form to be disqualified and rejected.
- 1.3.2 A processing fee of **RM100** (non-refundable) **per category of product/service** is payable with every submission. Any additional category is chargeable at **RM50 per category**.
- 1.3.3 The processing fee must be made in the form of cash or Bank Draft / Cashier's Order made payable to **MALAYSIAN INSTITUTE OF ACCOUNTANTS**.
- 1.3.4 The contents of this Pre-Qualification are strictly confidential and shall not be disclosed, directly or indirectly, to third parties without the express permission of the MIA.
- 1.3.5 All copyrights are reserved by MIA.
- 1.3.6 Prices (if any) shall be quoted in Ringgit Malaysia. The schedule of prices shall be inclusive of service charges and taxes.
- 1.3.7 The decision of MIA is final and MIA is not obliged to give any reason for the non-acceptance or rejection of any Pre-Qualification Form submitted.
- 1.3.8 Any contract signed as a result of this Pre-Qualification exercise shall be governed by and construed in accordance with the laws enforced in Malaysia.
- 1.3.9 Pre-Qualification Forms are to be submitted and enclosed in an envelope to be sealed and clearly marked "**CONFIDENTIAL**" with the **Service/Product Name – Pre-Qualification** stated on the top left and addressed clearly to:-

**Malaysian Institute of Accountants
2 Jalan Tun Sambanthan 3
Brickfields, 50470 Kuala Lumpur**

- 1.4.0 Pre-Qualification Forms submitted by facsimile, e-mail or any other means shall be disqualified.
- 1.4.1 All Pre-Qualification Forms submitted will remain the property of MIA.
- 1.4.2 The submission of Pre-Qualification Forms by post is at the sole risk of the Supplier.

SECTION A

Company Background

1.1 Company Name : _____

1.2 Company Former Name (if any) : _____

1.3 ROC/ROB/ROS number : _____

1.4 Registered Address : _____
 Telephone No. : _____
 Fax No. : _____

1.5 Business Address : _____
 Telephone No. : _____
 Fax No. : _____
 Website Address : _____

1.6 Contact Person
 Name : _____
 Designation : _____
 e-mail address : _____
 Mobile No: : _____

Name : _____
 Designation : _____
 e-mail address : _____
 Mobile No: : _____

1.7 Type of Organisation : Sdn Bhd Berhad Association
 Corporative Enterprise Partnership
 Sole Proprietorship

1.8 Company Status : Bumiputra Non Bumiputera Foreign

1.9 Registered with MOF : Yes No

1.10 If Foreign, any Local Affiliation : Yes No

1.11 Name of Local Affiliation : _____

1.12 Date of Incorporation : _____

1.13 Parent Company Name (if any): _____

1.14 Foreign Affiliation (if any) : _____

SECTION A

Company Background

1.15 List of Major Shareholders

Name	Nationality	% Equity	Designation

1.16 Board of Directors

Name	Nationality	% Equity	Designation

SECTION B

Nature And Description Of Business

1. Specific Nature of Business	MANUFACT'R	DISTRIB'TOR	RETAILER	{Please mark (x)} OTHERS (Please specify)
a) Advertising & Promotions				
Creative Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media Booking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Audio Visual Equipment Supplies & Services				
Supply & Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Banner & Billboard Printing Services				
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Conference Equipment Supplies				
Supply & Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Design, Layout & Creative				
Promotional items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Visuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copywriting & typesetting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Exhibition Supplies & Services				
Design & Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Food & Beverages				
Retail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Freight Forwarding				
Space Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packing, custom clearance, delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) Gifts & Crafts				
Corporate Gifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Souvenirs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Interpretation System & Equipment				
Supply and Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION B

Nature And Description Of Business

1. Specific Nature of Business (cont'd)	MANUFACT'R	DISTRIB'TOR	RETAILER	{Please mark (x)} OTHERS (Please specify)
k) IT Equipment				
Supply & Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC, Notebook & Related Peripheral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Networking Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l) Lighting System & Equipment				
Supply & Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m) Mailing Services				
Insertions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bulk Mailing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n) Printing/Publications				
Flyers/Brochures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o) Stationery				
Office Stationery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Envelopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p) Transportation				
Limousines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q) Uniforms				
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tailoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r) Others (Please Specify)				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C

Financial Background

1. Financial Statement

Summary of financial results based on the audited financial statement of the last three years.

	Year 2005 (RM)	Year 2006 (RM)	Year 2007 (RM)
(i) Paid-up Capital :			
(ii) Turnover :			
(iii) Current Asset :			
(iv) Current Liabilities :			
(v) Total Assets :			
(vi) Total Liabilities :			
(vii) Total Net Assets :			

2. Bankers/Financiers

No.	Name (Branch)	Account No.	Facilities (if any)
1.			
2.			
3.			
4.			
5.			

SECTION D

1. List of projects completed within the past 10 years

Description of Project	Client	Contract Value	Commencement Date	Completion Date	Remarks

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SECTION D

2. List of current projects

Description of Project	Client	Contract Value	Commencement Date	Completion Date	Percentage completion %		Remarks
					Scheduled	Actual	

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SECTION E

Particulars of Key Technical Personnel In Employment*

Name	Academic / Professional Qualification	Designation	Date Employed	Experience (Resume of each key technical personnel shall be submitted)

* Please attach company's organisation chart.

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SECTION F

List of Plant And Machinery

Description	Nos	Capacity / Model	Year of Manuf.	Owned / Hired	Length of Usage

SECTION G

List Of Major Suppliers* / Domestic Sub-Contractor**

Materials*/Nature of Work**	Name of Suppliers*/Sub-contractors**	Credit Terms*/Work Experience**

SECTION H

1.0 QUALITY SYSTEM

- 1.1 Does your company or any of your products receive third party certification. If yes, state the standard and the certifying organisation and attach a photocopy of the accreditation certificate to this Pre-Qualification form.

YES NO

- 1.2 Does your company have a person appointed as Quality Manager? If yes, please state his name, functional title and his responsibilities in the company.

YES NO

- 1.3 Has your company received any quality system audits by any major company in the last 12 months. If yes, please provide details.

YES NO

- 1.4 Are there plans for your company to be assessed by any major companies or organisation within the next 3 months? If yes, by whom and quote dates.

YES NO

Assessor : _____ Date : _____
Assessor : _____ Date : _____

***If your reply from no. 1.1 to no. 1.4 above is 'NO', answer remaining questions
If your reply from no. 1.1 to no. 1.4 above is 'YES', ignore remaining questions***

- 1.5 Have you identified and established the elements of a Quality System appropriate to your Quality management objectives and Organisation?

YES NO N/A

- 1.6 Do you have a clearly established method of planning to meet your customer's specification, from receipt to completion stage of the contract / order?

YES NO N/A

SECTION H

1.0 QUALITY SYSTEM (cont'd)

1.7 Do you have written procedures which describe, as appropriate, essential action in design, development, manufacture, installation and test or service? If yes, attach list of procedures.

YES NO N/A

1.8 Do you retain records that can demonstrate achievement of contract/order requirements and the effective operation of your Quality System?

YES NO N/A

1.9 Does your company conduct internal quality audits and management review on quality. If yes, please provide details.

YES NO N/A

1.10 Do you have a code of practice and / or procedures to control design functions?

YES NO N/A

1.11 Do you have a procedure for the control of all documentation and does it control distribution, issue and change?

Control of Distribution YES NO N/A

Control of Issues YES NO N/A

Control of Change YES NO N/A

1.12 Do you have the means to control, calibrate and maintain inspection, measuring and test equipment?

YES NO N/A

1.13 Do you have a system to ensure that you use satisfactory consultants/contractors/vendors and that incoming materials are to specification?

YES NO N/A

SECTION H

1.0 QUALITY SYSTEM (cont'd)

1.14 Do you ensure that standards of workmanship, operations and controls are all being documented and are being implemented?

YES NO N/A

1.15 Do methods exist to ensure that the final service/product complies with contract requirements and that methods are being adhered to?

YES NO N/A

1.16 Do you have a system or procedure to control non-conforming product?

YES NO N/A

1.17 Do you maintain records of staff training?

YES NO N/A

1.18 Additional Comments

CONFIRMATION

I confirm that the information given above are correct.

Signature : _____

Name : _____

Designation : _____

Date : _____

SECTION I

Documents To Be Submitted

Mandatory Supporting Documents

{Please mark (x)}

- | | |
|---|--------------------------|
| 1. Company Profile
(Organisation Chart, Services Offered, Product Information & Catalogue) | <input type="checkbox"/> |
| 2. Relevant Track records, with Client(s) Testimonials | <input type="checkbox"/> |
| 3. Plant & Machinery/Equipment list | <input type="checkbox"/> |
| 4. List of Clients | <input type="checkbox"/> |

Additional Mandatory Documents for Private Limited and Public Limited Company

(Duly certified by the Company Secretary of the company)

- | | |
|--|--------------------------|
| 1. Form 9 / Form 13 | <input type="checkbox"/> |
| 2. Form 24 - Return of Allotment of Shares | <input type="checkbox"/> |
| 3. Form 49 - Latest Particulars of Directors, Managers and Secretaries | <input type="checkbox"/> |
| 4. Form 32A - Transfer of Shares | <input type="checkbox"/> |
| 5. Last 3 years audited financial statements | <input type="checkbox"/> |

Additional Mandatory Documents for Sole Proprietor

- | | |
|---|--------------------------|
| 1. Form B (Business Information & Current Owner) and Form D (Registration Confirmation) | <input type="checkbox"/> |
| 2. Income Statement & Balance Sheet for the last Financial Year | <input type="checkbox"/> |

Additional Mandatory Documents for Partnership

- | | |
|---|--------------------------|
| 1. Income Statement & Balance Sheet for the last Financial Year | <input type="checkbox"/> |
|---|--------------------------|