

## Supplier Registration Guideline

### 1 Objective

- 1.1 Institute for the Development and Quality, Macau (“IDQ”) has introduced the “Supplier Registration Guideline (“the Guideline”), which intends to provide information and guideline to the commercial entrepreneurs (natural persons), companies or professionals (individuals) who wish to become the registered suppliers. The guideline also sets out the general obligations and responsibilities of registered supplier.
- 1.2 The suppliers who have successfully registered will be included in the “Suppliers Database” (“the Database”). When IDQ conducts the procurement activities, suppliers will be selected from the database according to the type of procurement and the selected suppliers will be invited to submit quotations.

### 2 Scope of Application

- 2.1 The guideline applies to the procurement of goods, services and works provided and conducted by the registered commercial entrepreneurs (natural persons), companies or professionals (individuals).

### 3 Application Eligibility

- 3.1 Local or non-local commercial entrepreneurs (natural persons), companies or professionals (individuals) are all eligible to apply for registration as supplier.

### 4 Review of Eligibility

#### 4.1 Review Criteria

- 4.1.1 Submit all required documents in accordance with Application Form for Registration in Supplier Database (the “Application Form”).
- 4.1.2 Submitted documents are valid during the review process.
- 4.1.3 The relevance of the nature of business to the purpose of IDQ.
- 4.1.4 Reviewed results will be sent to applicants by e-mail / fax within five working days after all required documents are provided.

#### 4.2 Rules for removing registered supplier from the database

In case of the following, which are decided by IDQ as unjustifiable, a written letter of warning may be issued to the supplier:

- 4.2.1 Withdraw the offer after the quotation is accepted;
- 4.2.2 Refuse to provide goods or to perform services or works being awarded;
- 4.2.3 Fail to execute purchase orders or fulfil contract obligations on time;
- 4.2.4 Goods, services or works provided or performed fail to meet the requirements specified in the quotation invitation, the purchase orders, or the contracts;
- 4.2.5 Invited suppliers who fail to provide quotations for three times in the same financial year will be removed from database;
- 4.2.6 Based on the above-mentioned behavior, a written letter of warning will be issued to supplier within fifteen



working days. The supplier has the right to raise necessary objections within ten days from the date of receipt of the notice or being aware of the decision, or will be deemed to be removed from the database if there is no objection;

4.2.7 The supplier may re-apply for becoming the registered supplier after one year of being removed.

#### 4.3 Rules for disqualifying supplier from the database

Any supplier included in database must observe the following provisions, otherwise the supplier may be disqualified:

- 4.3.1 The official dealings between the suppliers, their shareholders and employees and IDQ staff, especially related to procurement process or during the period of exercising a procurement contract, must not involve any benefit or hospitality offered to IDQ staff or their relatives, unless such hospitality is of on-site consumption in nature and conforms with traditional customs (such as provision of courtesy drinks), or it is part of the duties to be exercised according to the contract;
- 4.3.2 During the period of exercising the contract, if the supplier discovers itself, its shareholders or employees being involved in any intimate relationship (such as spouse or common-law partner, lineal or collateral relative by blood or by marriage), partnership interest or serious bitter relationship with the IDQ staff responsible for the related procurement work, it must notify IDQ by writing immediately;
- 4.3.3 Any act or agreement which may disturb the normal conditions of competition is prohibited. Tender documents and requirements submitted on the basis of such conduct or agreement are not accepted;
- 4.3.4 In case of any breach of the above provisions by the supplier, its shareholders and employees, they will be removed from the database and will never be chosen again. IDQ reserves the rights to revoke the contract and pursue any possible legal or other types of liabilities in accordance with the law.

### 5 Information Correct/ Update

- 5.1 To ensure the accuracy of the database, the registered suppliers have the obligation to correct or update their personal data on time. The application form needs to be re-submitted for the amendment of the company name. Other information amendment could be corrected or updated by sending an e-mail with necessary certified documents.

### 6 Application Formalities

- 6.1 Download the “Application Form for Registration in Supplier Database” on IDQ website (<http://www.idq.org.mo>);
- 6.2 Complete the application form in details and submit with all required documents;
- 6.3 Application can be submitted by one of the following means:
- Submit to the Reception at IDQ building during office hour 【09:00-13:00, 14:30-17:45 (Mon – Thu) ; 09:00-13:00, 14:30-17:30 (Fri)】 , or;
  - Mail to Institute for the Development and Quality, Macau, Avenida Padre Tomás Pereira, S.N., Taipa, Macau, Administration Department, Purchase Payable Team or;
  - Email as attachment to [purchase@idq.org.mo](mailto:purchase@idq.org.mo) or;
  - Fax to +853 2835 6162.

## **7 Declaration on Personal Information Collection**

- 7.1 In accordance with the provisions of Law No. 8/2005 "Personal Data Protection Law", the personal data and documents provided in this application form will be used for processing applications, service statistical research or registration purposes. Data will be stored in IDQ information system and used to process all kinds of services and / or applications provided;
- 7.2 Data provided above may be delivered to competent authorities in accordance with laws;
- 7.3 Applicants have the right to access, correct or update their personal data;
- 7.4 All IDQ staffs will follow the provisions of Law No. 8/2005 "Personal Data Protection Law" when handling the personal data of applicants, and take measures to ensure confidentiality and proper custody until the usage of data ceases and the retention period of data expires. The relevant data will then be destroyed or archived in accordance with the relevant regulations.

## **8 Confidentiality**

Data submitted will be treated in the strictest confidence.

## **9 Supplementary Regulations**

IDQ reserves the right of final interpretation and decision on any questions or omissions in the guideline.

## **10 Enquiry**

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