Technical Guidance

VENDOR REGISTRATION POLICY

PT AEROFOOD INDONESIA

1. Aerofood opens opportunity for companies who have business field that suits Aerofood needs which stated in e-Procurement website announcement. Aerofood has its right and sole decision to do not evaluate the vendor registration that registered not in period of registration.

2. Registration should be conducted via e-procurement website. For companies who have registered within pre-determined period suits with Aerofood needs will receive notification and document guideline contains with terms & conditions. The documents should be completed within 5 working days after the notification received.

3. List of documents should be submitted by Vendors are :

   A. Administrative Documents

No	Administrative Documents	Indonesian Registered Company	Non Indonesian Registered Company
1	Letter of Intent to be registered as Aerofood Vendor signed by Authorized Person	**Yes**	**Yes**
2	Copy of Articles of Associations/Deed Establishment (or equivalent documents)	**Yes**	**Yes**
3	Copy of Certificate of Domicile (if applicable)	**Yes**	**Yes**
4	Copy of Letter of Business Permit	**Yes**	**No**
5	Copy of Tax Registration Number	**Yes**	**No**
6	Copy of Company Registration (or equivalent documents)	**Yes**	**Yes**
7	Copy of last 2 years recent tax payment	**Yes**	**No**
8	Copy of last 2 years corporate annual reports or financial statements. (Audited by the public auditor is preferred)	**Yes**	**Yes**
9	Copy of Company Certification which related to its business and achievement (if any)	**Yes**	**Yes**
10	Copy of nominated letter as PKP (if any)	**Yes**	**No**
11	Copy of Surat Ijin Usaha Jasa Konstruksi/SIUJK	**Yes**	**No**

No	Administrative Documents	Indonesian Registered Company	Non Indonesian Registered Company
	(specially for contractor)		
12	Copy of Sertifikat Badan Usaha/SBU (specially for contractor)	**Yes**	**No**
13	Conflict of Interest Form	**Yes**	**Yes**
14	Company Statement Form	**Yes**	**Yes**
15	Term & Condition Acceptance Form	**Yes**	**Yes**
16	Personal Information Management Statement Form	**Yes**	**Yes**
17	Contact Person Information Please fill the detail information of person who will coordinate with Aerofood team • Company Name • Person's Name • Title • Email Address • Telephone Number • Handphone • Facsimile Number	**Yes**	**Yes**

Note :
The list of documents above can be adjusted to business fields (category) needs.

In certain conditions, when a vendor can not fulfill the administrative documents that are confidential, then the vendor must make a statement letter that signed by Director of the Company.

B. Technical Documents
Vendors must submit ***Company Profile*** contains of :

a. Company Organization Structure
b. Total employees and their qualification (for company with experts employee).
c. Portfolio of products/services offered by the company.
d. Production capacity and utilized capacity (for manufacture).
e. Business location, Branch Office and workshop ownership status information.
f. Main equipments and tools that are owned by the company utilized to support its operational activities.
g. Customers list for the last 2 years, include :
    - Client Name
    - Scope of Works
    - Periode of Works
    - Location
h. Photos that describe the condition of the office, workshop, warehouse, business

activities, etc.

C. Others
If necessary, Vendors should submit specific data related with its expertise as requested in the Vendor registration announcement.

4. Aerofood will conduct an evaluation of administrative documents and technical data that submitted by the Vendor in accordance with the requirements and regulations in Aerofood Indonesia.
5. Aerofood reserves the right to conduct due diligence, including but not limited to site visits, to confirm and verify the validity/accuracy of documents.
6. Site visit is part of the evaluation process to ensure the legality of the document with the factual business location and ensure operational / production activities in accordance with its business field that are registered and ensure that the company is not a broker or non-value-added middleman company.
7. Aerofood reserves the right to declare the Company is failed in Vendor registration if:
    a. The Company is a broker or non-value-added middleman company;
    b. Late submission of documents;
    c. Incompleteness of the submitted documents;
    d. There are documents that declared not genuine/false by the authorities for issuing the document;
    e. The documents are not valid and are not accompanied by notification of renewal;
    f. From the result of due diligence , Company is unable to meet the Aerofood's criteria.
8. Aerofood reserves the right to demand others supporting documents as required in the evaluation process. Evaluation to be done comprehensively by considering administrative/legal, technical aspects as well as compliance with Aerofood needs.
9. The result of Vendor Registration evaluation will be informed by official letter or email to the Company. Aerofood decision on the results of evaluation vendor registration is an absolute right that can not be inviolable.
10. Aerofood does not collect any fees from participants in any procurement process, including the vendor registration process.