



جامعة الملك فهد للبترول والمعادن

King Fahd University of Petroleum & Minerals

“Vendor Registration” **Online Registration Link & Form”**

- Follow the link below for new vendor registration request:
<https://bids.kfupm.edu.sa/NewSupplier.aspx>
- Follow the link below to login to the i-Supplier portal (For Registered Suppliers Only): <https://iebs.kfupm.edu.sa/>

Mailing Address:

KFUPM

**Vendor Management Unit,
Purchasing Department, Building # 21, 5th Floor
PO Box 5013, Eastern Province
Dhahran, 301261 - Kingdom of Saudi Arabia**

Tel: [+966-13] 8603434

Fax: [+966-13] 8607126

E-mail: vendor@kfupm.edu.sa

Website: www.kfupm.edu.sa



VENDOR REGISTRATION FORM

INSTRUCTIONS

The following Form is required for KFUPM Vendor Registration Process.

- Please complete all required fields and submit all supporting documents mentioned below.
- Please return one (1) soft copy, along with online vendor registration request via above mentioned link .
- This Form must be signed by an authorized company representative, certified with VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.

KFUPM will handle all information and documentation provided by VENDOR in a confidential manner. *For Legibility, we ask that the required information be typed. All appropriate fields must be filled.*

Service Required: New Registration <input type="checkbox"/>				Existing Supplier <input type="checkbox"/>	
GENERAL INFORMATION					
Full Company Name – Arabic: (As it Appears in CR)					
Full Company Name – English: (Official Company's CR Name Translation)					
Commercial Registration No:				Expiry Date:	
Main (Parent) Commercial Registration No: (Applicable for Branch CRs)					
Vendor ID: (If Available)				Website	
E-mail					
MAILING ADDRESS					
Sales Office					
Street Address:					
City:		Region:		Country:	
PO Box		Postal Code			
Phone: (+Country Code – Area Code – Phone)					
Fax: (+Country Code – Area Code – Phone)					

King Fahd University for Petroleum & Minerals Tel.: (966 13) 860-8603434

Supplier Management Unit Fax: (966 13) 860-7126 Bldg-21 Floor 5 Room 529

Dhahran 301261, Saudi Arabia Email: Vendor@Kfupm.edu.sa

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CONTACT INFORMATION			
Sales Manager			
Name:			
Position:			
Phone:		Ext:	
Fax:		Ext:	
Mobile:			
E-mail:			
Executive Director (Head Office Chairman)			
Name:			
Position:			
Phone:		Ext:	
Fax:		Ext:	
Mobile:			
E-mail:			

OWNERSHIP INFORMATION			
Name of your company's major shareholders or partners, percent of share, nationality and Identification Number (National ID or Iqama ID)			
Owner Name	Owner Nationality	Owner ID	Mobile



CONFLICT OF INTEREST INFORMATION

Names of KFUPM employees and their immediate relatives (spouses, parents, sons & daughters) who are collaborators or have an ownership stake, or are your employees (if applicable).

Name of KFUPM Employee	ID No	Name of Related Owner	Relationship to KFUPM Employee

PAST EXPERIENCE

How Many years of Experience Company has in the similar business?			
Have you previously submit Quotation for KFUPM?		YES	NO
Have you previously provided material against KFUPM purchase orders?		YES	NO
If yes, list purchase order numbers, dates and amounts			
Purchase Order (PO) Number	PO Date	PO Amount (SR)	



REQUIRED SUPPLEMENTAL DOCUMENTATION:

No	Requirement	Mandatory /optional
1.	A valid copy of Commercial Registration Certificate/ Trade License	Mandatory
2.	A valid copy of Zakat Certification	Mandatory
3.	A valid copy of Value Added Tax (VAT) Certification	Mandatory
4.	A valid copy of General Organization of Social Insurance (GOSI) Certification	Mandatory
5.	A valid copy of Civil Defense License or an equivalent Government License	Mandatory
6.	A valid copy of Chamber of Commerce/ Industry Membership Certification	Mandatory
7.	Contractor Government Classification, if applicable (Service Providers Only)	Optional
8.	A valid copy of SAGIA Certifications (if applicable)	Optional
9.	A valid copy of the Owner National ID or Iqama ID for an individual owner	Mandatory
10.	Latest & Valid Saudization Certificate	Mandatory
11.	Copies of past purchase orders or contracts for the last 3 years.	Optional
12.	Evidence Of physical Registered office— Please attach utility bill e.g. Electricity/Water bill etc. or tenancy agreements with the name of the firm.	Mandatory
13.	Financial statement for the last 3 Years in the name of the firm i.e.	Mandatory
14.	A minimum of three reference letters from current clients i.e. For the period 2018 – 2020.	Mandatory
15.	A letter of identification (On Company Letterhead) providing the Company's basic information which state the Company's objective of the registration and list the product(s) & services offered. This letter must be signed by an authorized company representative, certified with VENDOR business Stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.	Mandatory
16.	Certification of Technical staff / Engineers. (If Applicable)	Mandatory

Following is the list of Categories for Supply of Goods & Services.
You need to choose the categories based on your CR only.



CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

Category -A

Reference Number	Main Categories	Sub-categories
PQL/01/2020	Teaching / Laboratory Equipment	1.1- Electrical, Mechanical & Civil Engineering Equipment
		1.2- Physics , Chemistry & Petro-Chemical Engineering Equipment
		1.3- Petroleum & Minerals Engineering Equipment
		1.4- Environment & Water (Marine) Equipment
		1.5- Aerospace Engineering Equipment
		1.6- Annual Maintenance Contracts
PQL/02/2020	Research & Scientific Equipment	2.1- Supply of Equipment, Installation, Commissioning, Training and Testing.
PQL/03/2020	Lab Supplies	3.1- Lab Consumables
		3.2- Spare Parts & Accessories
		3.3- Glassware
		3.4- Hardware & Tools
PQL/04/2020	Academic Text Books	4.1- Academic Text Books/ E-Books
PQL/05/2020	Library Books & License Subscriptions	5.1- Library books & Software Subscriptions (Non-academic)
PQL/06/2020	Lab Chemicals	6.1- Supply of Lab Chemicals for Teaching & Research
		6.2- Disposal of Chemical Waste.
PQL/07/2020	Industrial Gases	7.1- Supply of Industrial Gases for Teaching & Research
PQL/08/2020	Housing Supplies & Services	8.1- Furniture & Fixture (For Office)
		8.2- Furniture & Fixture (For Housing)
		8.3- Mattress, Linen & Blanket etc.
		8.4- Home Decoration: Carpets,Curtains,Flooring,VB, RB w/Installation

		8.5- Home Appliances, Kitchen Ware & Accessories
		8.6- For Convocation Ceremony: Branded Watches, Plaques, & Gifts etc
PQL/09/2020	Maintenance Supplies & Services (HVAC, Electrical, Mechanical, Plumbing, Construction, Traffic, Garage & Water Plant etc.)	9.1- HVAC Maintenance: Supply of AC, Cooling Tower, Chiller, Spare Parts, Accessories and Services
		9.2- Construction Maintenance: Supply of Building Material & Services (Tiles, Paints, Cement, Tools, Repair Work etc.)
		9.3- (.Electrical Maintenance: Supplies & Services (Elevators, Automatic Doors, Lamps etc
		9.4- Construction Works, Engineering/Design Consultation and Other Services
		9.5- Mechanical Maintenance: Supply / Repairing of Pumps, Engines, turbines, Generators etc. and Installation Services
		9.6- Plumbing Material Supply & Services
		9.7- Welding Works (Supplies & Services): Aluminium/ Steel Doors etc
		9.8- Industrial Equipment & Machineries (Forklift, Compressor etc
		9.9- Supply of Vehicle Spare Parts & Services
		9.10- Water Plant Maintenance (Supply of Chemicals, Spare Parts, Accessories & Services)
		9.11- Supply of Fuel
PQL/10/2020	Food Supplies & Services	10.1- Kitchen Equipment & Spare Parts
		10.2- Grain Supplies (Rice, Oil & Pulses etc.)
		10.3- Meat Supplies (Chicken, Mutton, Beef & Sea Food)
		10.4- Vegetables & Fresh Fruits
		10.5- Bakery Items (Bread, Sandwich etc.)
		10.6- Milk & Juices
		10.7- Drinking Water
		10.8- Disposable (Cup, containers etc.)
		10.9- Cleaning & Sanitizing Material
PQL/11/2020	ICTC Supplies & Services	11.1- Computer Hardware (PC, Monitor, Printer, Scanner, Workstation, Spare Parts etc.)
		11.2- IT Software (Academic & Non-Academic)
		11.3- Networking (Supplies & Services)
		11.4- Smart Classes (Audiovisual systems, Projectors etc.) Supplies & Services

		11.5- Consulting Services
		11.6- Telecommunication Supplies & Services
		11.7- Traffic Control Supplies & Services (Traffic Signals, Gate Barriers, Sign Boards, Speed Cameras etc.)
		11.8- Radio Systems Supplies & Services
		11.9- Smart Access Control: Supplies & Services (CCTV, Fingerprint System Smart Card Access etc.)
		11.10- Supply, Installation and maintenance of Security Alarms, Equipment and Security Systems
		11.11- Supply, installation and maintenance of firefighting equipment and Materials.
PQL/12/2020	Medical Center Supplies & Services	12.1- Medical Equipment: Supplies & Services (X-Ray, Dental Chair etc.)
		12.2- Medicine Supplies (Tablets & Syrups etc.)
		12.3- Treatment Room Supplies (Band-Aid, Cotton, Alcohol Pad etc.)
		12.4 Medical Laboratory Supplies (Medical Testing Kits)
PQL/13/2020	Printing Press Supplies & Services	13.1- Printing Material (Papers, Ink, blades etc.)
		13.2- Printing Machine & Spare Parts
PQL/14/2020	Office Supplies & Stationary	14.1- General stationery.
		14.2- Photocopy Paper (A4 & A3)
		14.3- Supply and maintenance of photocopier Machine & Scanners etc.)
		14.4- Toners
PQL/15/2020	Safety & Security	15.1- Security Equipment (Detectors, Security Scanners etc)
		15.2- PPE (Safety Shoe, Gloves, Googles)
PQL/16/2020	Training Courses	16.1- Staff Training
		16.2- Faculty Training
PQL/17/2020	Garments	17.1- Uniforms, Graduation Garments, Flags & Other Cloths
PQL/18/2020	Accreditations	18- ISO, QC etc. Certifications

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CATEGORY B: PROVISION OF OTHER SERVICES

PQL/17/2020	Provision of catering services.
PQL/18/2020	Provision of air travel, reservations and ticketing services.
PQL/19/2020	Provision of sanitary, fumigation, pest control and cleaning services.
PQL/20/2020	Provision of internet services.
PQL/21/2020	Provision of fleet management systems including tracking services.
PQL/22/2020	Repair and maintenance of audio-visual equipment, video and telephones.
PQL/23/2020	Provision of courier and mail delivery services.
PQL/24/2020	Repair, maintenance services of generators, power stabilizers and pumps.
PQL/25/2020	Supply and maintenance of air-conditioning installations and services.
PQL/26/2020	Provision of hotel accommodation and conference facilities.
PQL/27/2020	Provision of legal services.
PQL/28/2020	Provision of garbage collection services.
PQL/29/2020	Provision of general insurance services.
PQL/30/2020	Provision of motor vehicle insurance.
PQL/31/2020	Provision of security services (guards, dog patrols and security survey).
PQL/32/2020	Provision of photography and video graphic and editing, including digital communication services.
PQL/33/2020	Servicing, repair and maintenance of vehicles, motor cycles and a motor boat.
PQL/34/2020	Provision of car hire and taxi services.
PQL/35/2020	Provision of events equipment (tents, chairs and Public Address (PA) equipment).
PQL/36/2020	Provision of audit services.
PQL/37/2020	Clearing and forwarding services.
PQL/38/2020	Cleaning and landscaping services.

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- KFUPM reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision
- KFUPM reserves the right to request for additional information and/or documentation from VENDOR in line With the vendor registration.
- KFUPM reserves the right to request the original supporting documentation such as, but not limited to, the Commercial Registration certification, KFUPM Supplier Code of Conduct acknowledgement; etc. from VENDOR to verify VENDOR submittals.



By submitting this registration questionnaire, on behalf of the VENDOR

_____, the VENDOR acknowledges that VENDOR has read and will comply with KFUPM Supplier Code of Conduct provisions and policies in all of VENDOR's dealings with KFUPM and all affiliated companies.

Additionally, _____, the VENDOR shall notify KFUPM promptly of any changes in ownership of VENDOR's company; and shall promptly provide KFUPM with all required documentation establishing the change in ownership, the ownership details, and identity of any such new owners of the company. Furthermore, VENDOR certifies that the information provided in this form is true and accurate.

Finally, _____, the VENDOR acknowledges that submission of any false or inaccurate information may result in KFUPM rejecting VENDOR's application for registration or removal of VENDOR from KFUPM list of registered suppliers.

GENERAL GUIDELINES:

In order to assist VENDOR in submitting complete requirements, please take note of the following VENDOR Guidelines:

- All information to be provided shall be limited to the specific CR (Commercial Registration) under Evaluation.
- VENDOR's certifications must be valid for at least 30 days following registration submittal date. If expiration date is within 30 days, KFUPM will defer VENDOR's registration until VENDOR submits updated Certification document.
- Any letter addressed to KFUPM must be signed by an authorized company representative, certified With VENDOR business stamp, and authenticated by the appropriate Saudi Arabian regional Chamber of Commerce.

Date:

Full Name:

Signature



من خلال تقديم استبيان التسجيل هذا

يقر المورد /.....

انه قد قرأ أحكام وسياسات قواعد السلوك الخاصة بموردي جامعة الملك فهد للبترول والمعادن ويلتزم بها في جميع تعاملاته مع جامعة الملك فهد للبترول والمعادن وجميع الشركات التابعة لها.

من خلال تقديم نموذج التسجيل هذا

يقر المورد /.....

انه قد قرأ أحكام وسياسات قواعد السلوك الخاصة بموردي جامعة الملك فهد للبترول والمعادن ويلتزم بها في جميع تعاملاته مع جامعة الملك فهد للبترول والمعادن وجميع الشركات التابعة لها بالإضافة إلى ذلك يجب على المورد إخطار جامعة الملك فهد للبترول والمعادن على الفور بأي تغييرات في ملكية الشركة ، ويجب أن يزود جامعة الملك فهد للبترول والمعادن على الفور بجميع الوثائق المطلوبة التي تثبت التغيير في الملكية وتفاصيل الملكية وهوية أي مالك جديد للشركة. علاوة على أن المعلومات المقدمة في هذا النموذج صحيحة ودقيقة

أخيراً ، يقر المورد _____ ، بأن تقديم أي معلومات خاطئة أو غير دقيقة قد يؤدي إلى رفض جامعة الملك فهد للبترول طلب تسجيله أو حذفه من قائمة الموردين المسجلين

- يجب أن تقتصر جميع المعلومات المقدمة على السجل التجاري المحدد.
- يجب أن يتم توقيع أي خطاب موجه إلى جامعة الملك فهد للبترول والمعادن من قبل ممثل الشركة المعتمد مع ختم الخطاب ، والمصادقة عليها من الغرفة التجارية.

الاسم :

التوقيع :

التاريخ :