

## **Notice on Supplier Registration for Macao Science Center Limited(MSCL)**

### 1. Purpose

1.1 This notice is made to collect suppliers interested in participating in the MSCL's procurement to ensure that all suppliers can provide complete, consistent, and compliant materials in preparation for the issuance of a written inquiry to them.

### 2. Scope of application

2.1 All suppliers who wish to provide works, goods, and services to the MSCL are applicable.

### 3. Materials required for registration

Before submitting your registration application, please make sure you have the following materials ready:

- a Materials on the Supplier Registration Application Form;
- b Local suppliers in Macao are required to submit the Certificate for Commercial Registration issued by the Commerce and Movable Property Registry within three months, the New Registration/Amendment Form of the Financial Services Bureau in M/1 format. Certificates that do not meet the requirements will not be accepted;
- c Local suppliers in Macao are required to submit the latest annual Business Tax - Tax Demand Note (M/8) issued by the Macao Financial Services Bureau;
- d Suppliers outside Macao are required to submit a valid local Certificate for Commercial Registration;
- e Company profile materials;
- f Other relevant professional certificates, if any, or environmental certificates, etc.

### 4. Registration process

- 4.1 Visit the Registered Supplier Management System on the MSCL's official website.
- 4.2 Read and agree to the terms and conditions.
- 4.3 Fill in the registration form, including basic company information and contact information.
- 4.4 Upload the required certificates and attachments.
- 4.5 Choose a supplier category. It is recommended to choose based on your primary business. If you wish to register for other non-operating business

categories, please include an introduction to the non-operating business category in your company profile.

4.6 Submit an application for registration.

4.7 Wait for the review result.

5. Review process

5.1 Upon receipt of your registration application, the MSCL will conduct a preliminary review of the materials provided.

5.2 For the qualified suppliers whose materials are complete and in line with the requirements, they will be included in the supplier database of the specified category.

6. Random selection process

6.1 When there is a demand for a purchase, the MSCL will randomly select several suppliers from the supplier database of the corresponding category.

6.2 Selected suppliers will receive an inquiry.

6.3 Suppliers may be suspended from receiving price inquiries under the following circumstances:

6.3.1 After receiving an inquiry invitation, suppliers are required to reply on time. If they are unable to provide the requested procurement item, they must still respond to indicate their inability to supply. Failure to respond three times cumulatively over the years will result in a suspension of inquiry invitations for three months.

6.3.2 If any obvious irregular behavior is discovered during the inquiry process.

6.3.3 If a supplier awarded a contract abandons the award without reasonable justification or fails to complete the project, deliver goods, or provide related services without reasonable explanation, inquiry invitations will be suspended for one year from the date the aforementioned situation is confirmed.

6.3.4 If the works, goods, or services provided by the supplier are rejected by the receiving personnel after inspection, inquiry invitations will be suspended for one year from the date the aforementioned situation is confirmed.

7. Contact

If you have any questions or need help, please contact us through the following methods:

● Email: [tender@msc.org.mo](mailto:tender@msc.org.mo)

● Address: Macao Science Center, Avenida Dr. Sun Yat Sen, Macao

8. Declaration on collection of personal data

The personal data collected will only be used for purchasing purposes by the Macao Science Center Limited.

9. By submitting a registration application, the supplier agrees to the above terms and conditions.

\*\*\*\*\* Please carefully read the terms and conditions above and prepare and submit your registration materials as required. \*\*\*\*\*

**Macao Science Center Limited(MSCL)**  
**Integrity Guidelines for the Registered Supplier**  
**Management System**

Suppliers who become part of the MSCL's Registered Supplier Management System must comply with the following terms and conditions, otherwise they may be disqualified.

1. Suppliers, as well as their shareholders and employees, shall not offer any benefits or hospitality to the MSCL's personnel or their families in their official dealings with the MSCL's personnel, in particular during the procurement process or the performance of a procurement contract, unless such hospitality is on-the-spot nature and customary (for example, the provision of drinks as a courtesy), or for the fulfillment of contractual obligations.
2. If, during the MSCL's procurement process and contract fulfillment, a supplier discovers that it, its shareholders, or its employees are in an extremely close relationship (e.g., they are spouses or cohabitants, direct and collateral blood relatives, or in-laws), partners in interest, or a seriously antagonistic relationship with the MSCL's personnel in charge of the said procurement, it must take the initiative to notify the MSCL in writing immediately.
3. If the supplier, its shareholders, or its employees violate the above terms, the Company has the right to terminate the contract, and the supplier shall indemnify the MSCL for all damages arising therefrom.