

PROPOSAL TITLE OF THE PROPOSAL USING RESEARCH GRANT

PROJECT ID

DEPARTMENT

KULLIYYAH

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

RESEARCHER(S):

1. **OBJECTIVE**

The objective of this paper is to seek relevant authorities’ approval for the procurement of item(s) you wish to purchase by the research team lead by Project Leader from Kulliyyah, International Islamic University Malaysia, Campus.

1. **BACKGROUND**
   1. This study is to ……………………………………………………………….
   2. Members of the research team are listed below:

|  |  |  |
| --- | --- | --- |
| **No.** | **Name** | **Institution/Company** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

1. **RISK FACTOR** 
   1. Risk to the researcher if not able to procure the equipment / service.
   2. …………………………………
   3. …………………………………
2. **BENEFIT & IMPACT / JUSTIFICATION (why you need to purchase the item)**
   1. **­……………………………**
   2. **……………………………**
   3. **……………………………**
3. **SPECIFICATION**

The items/services to be purchased (as stated in the grant proposal) is/are the following;

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Item** | **Budget Allocated** | **Vote code** |
| 1. |  |  |  |
| 2. |  |  |  |

The specifications are as follow:

(example)

|  |  |  |
| --- | --- | --- |
| **No.** | **Details** | **Remarks** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **EVALUATION**

This equipment/service are to be installed/used for our research under Type of Grant, Project title (Project ID) and will be located at Kulliyyah/lab/Gombak-Kuantan.

* 1. To proceed with the procurement, we have called number of vendor(s) to submit their quotations.   However, only number of companies responded. The tender closed at time on date.  The summary of the quotations are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name of Supplier | Treasury/PKK/CIDB Registration No. | Bumi/  Non-Bumi | Price  (RM) | Completion Period | Remarks |
|  |  |  |  |  |  |  |
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* 1. After evaluation, the committee decided to grant the above tender to name of the **successful company** with the quoted price of **RM XX, XXX. XX.**

* 1. The decision of selecting the company was (**example**: based on the price that they offered, the track record as well as their willingness to supply the item within 2-3 weeks based on our needs and specification).

1. **PROPOSAL**

Therefore, it is proposed that the purchasing of all the equipment/service listed above are made through name of the company. The total commitment of **amount of purchase** for the procurement of these items will be taken from the type of grant **(Project ID:**) under **Vote:** for equipment/services and accessories as per agreed in the agreement. The asset(s) will be placed at Kulliyyah/Lab/Gombak-Kuantan.

1. **RECOMMENDATION AND PROPOSAL**

The approving authorities are kindly requested to approve the award to the company as supplier for the equipment.

|  |  |
| --- | --- |
| **Prepared by**,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name of Researcher**  Principal Investigator  Kulliyyah  International Islamic University Malaysia  Date: | **Recommended by,**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Prof. Dr. Ratnawati binti Mohd Ashraf**  Director,  Research Management Centre,  International Islamic University Malaysia  Date: |
| **Approved by**,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dato’ Hj. Ahmad Zailan Bin Shaari**  Executive Director  Finance Division, IIUM Gombak Campus  Date: | **Approved by**,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dzulkifli Abdul Razak, Prof Emeritus Tan Sri Dato Dr,**  Honorable Rector, IIUM  Date: |