

PROCUREMENT CHECKLIST

No	Document	< RM 20,000		> RM 20K RM 200K	> RM 200K - RM 500K	TO FILL IN	REMARKS
		Direct Purchase	Competitive Bidding			CHECKER BOX	
1	Integrity Pact - Appendix A (Note 1)	✓	✓	✓	✓		
2	Budget/Program Proposal (Note 2)	✓	✓	✓	✓		
3	Request quotation from Registered Supplier with IIUM -Minimum 3 quotation for Competitive Bidding and 5 quotation for Procurement more than RM 20,000 (Note 3 & 4)	✓	✓	✓	✓		
4	Received Quotation from Supplier.	✓	✓	✓	✓		
5	Stamped date and time received the quotation. (Note 5)		✓	✓	✓		
6	Opening Quotation (Note 6 To 9)		✓	✓	✓		
7	Evaluation Committee (Note 7 to 11)		✓	✓	✓		
8	Quotation Committees (Note 12 to 14)				✓		
9	Procurement Proposal			✓	✓		
10	Procurement Approval Form	✓	✓				
11	Procurement Approval Authority: (Note 15)						
	A. Dean or Director of KCDIO	✓	✓				
	B. Rector & Executive Finance Director			✓			
	C. Quotation Committee				✓		
12	Letter of Award and Memorandum of Acceptance (Note 16)			✓	✓		
13	Purchase Order All Procurement must have PO except for : i) Utilities ii) Hire Purchase iii) Leasing iv) Contract Agreement more than a year v) Facilities Management Services vi) Security Services	✓	✓	✓	✓		
14	Supplier Invoice with date stamped and approval (Note 17)	✓	✓	✓	✓		
15	Supplier Delivery Order with date stamped and approval (Note 17)	✓	✓	✓	✓		
16	Payment With Complete Documentation (Note 18)	✓	✓	✓	✓		

Notes - Please refer overleaf

Approved by Administrator

Chop & Signed

## NOTES

- Note 1 : Integrity Pact Appendix A - Declaration by IIUM staff who is involved In IIUM Procurement. To be signed annually
- Note 2: Refer Financial Policy page 106
- Note 3: Refer Purchasing Policy pg no 53
- Note 4: Integrity Pact Appendix F - Bidder Declaration ( To be sent together with the RFQ letter to vendors/supplier)
- Note 5: Refer Purchasing Policy for receipt deadline pg no 58
- Note 6: Refer Purchasing Policy no B6 for the membership pg no 11
- Note 7: Appointment Letter issued by KCDIO and signed by Dean/Director
- Note 8: Integrity Pact Appendix B - Declaration By Members Of Procurement Related Committees
- Note 9: Integrity Pact Appendix C - Declaration By Members Of Procurement Related Committees Upon Completion of Duties
- Note 10: Refer Purchasing Policy no B9 for the membership pg no 12
- Note 11: Integrity Pact Appendix G - Successful Bidder Declaration (Only for Successful Bidder)
- Note 12: Refer Purchasing Policy no B7 for the membership pg no 11
- Note 13: Integrity Pact Appendix D - Declaration By Members Of Procurement Boards/Committees
- Note 14: Integrity Pact Appendix E - Declaration By Members Of Procurement Boards/Committees upon completion of Duties
- Note 15: Refer Purchasing Policy pg 19
- Note 16: In general, a formal agreement is to be signed for purchases above RM200,000. Nevertheless, an agreement may be executed for purchases up to RM200,000 depending on requirements. A formal agreement will be executed upon acceptance of letter of award by the supplier/contractor. **The letter of award should be signed by the approving authority for signing of agreement as stipulated in the Financial Policy on page 52 & 53.**
- Note 17: Must be verified by Officer Grade 41 and above
- Note 18: Payment must be made within 14 days from the date of receiving complete documents Perfect Document consist of:
- i) Purchase Order
  - ii) Verified Invoice
  - iii) Verified Delivery Order
  - iv) Procurement Proposal
  - v) Integrity Pact
  - vi) Letter RFQ (successful bidder)
  - vii) Supplier Quotation (successful bidder)