Our Reference : IIUM/

Date : XX May 2023

**Syarikat ABC Sdn Bhd**

Full Address

Dear Sir,

**REQUEST FOR QUOTATION:**

………………………………………………………………………………………………….

We are pleased to invite your company to submit your offer for the supply of office stationery with specifications according to **Appendix 1**.

This inquiry implies no obligation on the part of the University and the University is not bound to accept the lowest offer. The University reserve the right to reject any or all bids and/or to accept the most attractive offer and accept any items or combination of items in the above bids, and if substitutes are offered, please make a full explanation.

This quotation must be submitted in a sealed envelope with a notation at the right hand corner (“**Quotation for \_\_\_\_\_\_\_\_\_\_\_”)** before 12.00 p.m on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UIAM Jalan Gombak 53100 Kuala Lumpur.

***The bidder is requested to observe the following corruption clauses, in relation to this request for quotation:***

1. ***Any act or attempt to corruptly offer, give, solicit or receive any gratification to and from any person in connection with this procurement is a criminal offence under the Malaysian Anti-Corruption Commission Act 2009 (Act 694).***
2. ***If any person offers or gives any gratification to any members of the public service, the latter shall at the earliest opportunity thereafter lodge a report at the nearest office of the Malaysian Anti-Corruption Commission Agency or a police station. Failure to do so is an offence under the Malaysian Anti-Corruption Commission Act 2009 (Act 694).***
3. ***Without prejudice to any other actions, disciplinary action against a member of the public service and blacklisting of the contractor or supplier may be taken if the parties are involved with any act of corruption under the Malaysian Anti-Corruption Commission Act 2009 (Act 694).***
4. ***Any contractor or supplier who makes a claim or payment in relation to this procurement although no work was carried out or no goods were supplied, or no services rendered in accordance with the specifications and any member of the public service who certifies the claim commits an offence under the Malaysian Anti-Corruption Commission Act 2009 (Act 694)***

All bidders are required to fill up the Bidder’s Declaration (Integrity Pact) and Bidder’s Checklist (Product/Services)

Should you have any inquiries, please call ***Br. /Sr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at this No.\_\_\_\_\_\_\_\_\_\_\_\_***.

Thank You.

**……………………………….**

**NAME**

Administrator

K/C/D/I/O/M

International Islamic University Malaysia