

**CHECKLIST FOR SUBMISSION OF PROCUREMENT PROPOSAL (VALUE ABOVE RM20,000 UP TO RM500,000)**

| **NO.** | **DETAILS** | **PLEASE (√) OR (X) WHERE APPLICABLE** |
| --- | --- | --- |
| **YES (√)** | **NO (X)** |
| **1** | **Proposal** |
|  | 1.1 Proposal for Procurement of Products/Services - Title of proposal:  - Date received:  |  |  |
| **2** | **Endorsement by ITD for ICT Controlled Items (if applicable)** |
|  | 2.1 ICT Controlled Items Procurement Recommendation Form *(to be endorsed by Director ITD, UTICTEC / JPICT)* |  | Non-ICT Controlled Item |
| **3** | **Quotation from Bidders (documents to be attached to the proposal)** |
|  | 3.1 Purchase Requisition Form  |  |  |
|  | 3.2 List of Invited Vendors with ACTIVE status and relevant field code (MOF/CIDB) as per IIUM Financial Online |  |  |
|  | 3.3 Letter to Request for Quotation (RFQ)*(to attach evidence on the letter sent via courier or email)*i) Appendix 1 - Quotation Form (Details Specification of Products/Services)ii) Appendix 2 - Bidder's Checklist (Products/Services)iii) Appendix 3 - Bidder's Declaration |  |  |
| **4** | **Quotation Opening**  |
|  | 4.1 Quotation Opening Form *(to be completed and signed by all members of the Quotation Opening Committee)* |  |  |
|  | 4.2 Bidder's Checklist (Completed by Bidder) together with all quotation documents submitted  by the bidders |  |  |
|  | 4.3 Appointment Letter for Quotation Opening Committee |  |  |
|  | 4.4 Integrity Pact B & C*(to be completed and signed by all members of the Quotation Opening Committee)* |  |  |
| **5** | **Evaluation of Quotation** |  |  |
|  | 5.1 Summary of Quotation Evaluation Reporti) Appendix 1 – Products/Services Evaluation Reportii) Appendix 2 - Financial Evaluation Report*(to be completed and signed by all members of the Quotation Evaluation Committee)* |  |  |
|  | 5.2 Appointment Letter for Quotation Evaluation Committee*(to include letter for delegation of authority to chair the Quotation Evaluation Committee - if necessary)* |  |  |
|  | 5.3 Integrity Pact B & C (*to be completed and signed by all members of the* Quotation Evaluation Committee) |   |  |
|  | 5.4 Administrative Order on Implementation of Disclosure of Interest (*to be completed and signed by all members of the* Quotation Evaluation Committee) |  |  |
| **6** | **Budget Allocation** |  |  |
|  | 6.1 Source of Fundi) Vote Operating Fund / Other Fund : …………………………………….ii) Total Financial Implication : RM …….…...……………………..iii) Balance as at (dd/mm/yy) ……….: RM …...........................................iv) Commitment Amount : RM …….…..................................*(to provide relevant supporting documents e.g. budget performance report,* *excerpt minutes of relevant committee meetings approving the source of funds)* |  |  |
|  |  |
| Signature : | …............................................................... |
| Prepared by : | …............................................................... |
| Date : | ….............................................................. |
| Official stamp : |  |
|  |  |

|  |  |
| --- | --- |
| Checked by:Signature:Position:Date:Remarks: | Verified by:Signature:Position:Date:Remarks: |

**\* Kindly compile documents according to the above sequence / order of compilation**