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**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 Report  i) Appendix 1 – Products/Services Evaluation Report  ii) 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 Fund  i) 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**