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**NAME OF K/C/D/I/O/M**

**PROPOSAL FOR PURCHASE OF EQUIPMENT FOR TEACHING AND LEARNING**

**FOR INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

1. **OBJECTIVE**

1.1 The objective of this proposal is to seek approval from the University’s relevant authority for the purchase of equipment for teaching and learning for International Islamic University Malaysia (IIUM).

1. **BACKGROUND**
   1. To provide background on the related information on the objective of the proposal.
   2. To include recommendations from other relevant committees (such as the University Management Committee (UMC), IIUM Senate, Ministry of Finance (MOF), Ministry of Higher Education (MoHE), Funder etc.).
2. **PROPOSAL**
   1. To provide information on the request for quotation process.
3. No. of invited registered suppliers
4. List of submitted quotations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder No.** | **Company Name** | **“Kod Bidang”** | **Status**  **(Active/Inactive)** | **Remark** |
| 1/3 |  |  |  |  |
| 2/3 |  |  |  |  |
| 3/3 |  |  |  |  |

*To attach the Opening Quotation Form as per* ***Appendix XX.***

* 1. For direct subscription with the Sole Distributor, the user at KCDIOM needs to attach the supporting letter from the Principal certifying the vendor’s status as the Sole Distributor, to the proposal.
  2. To evaluate the submitted quotations

1. To provide the summary of the quotation evaluation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Bidder No.** | **Company Name** | **Quotation Evaluation Result** | | **Remark** |
| **Technical Evaluation** | **Financial Evaluation** |
| 1/3 |  | Comply | Passed | Recommended |
| 2/3 |  | Do not comply | Passed | To state the reason for the non-compliance |
| 3/3 |  | Comply | Passed | Recommended |

ii) The detailed evaluation is as per Appendix XX.

* 1. The Quotation Evaluation Committee recommends that the purchase be awarded to the bidder

……………….……………………

* 1. The justifications for recommending the winning bidder are detailed below:

1. Price offered
2. Technical requirement
3. Past experience with IIUM and previous experience in a similar job
4. Performance of bidder
5. Financial strength
6. Market study price – budget requisition & reasonableness of price

The detailed evaluation is as per **Appendix XX.**

1. **FINANCIAL IMPLICATION** 
   1. To state the availability of the source of funds to finance the purchases
2. Operating Budget - to specify the account vote and budget balance.
3. Trust Fund - to attach approval from the Trust Fund Committee as Appendix XX (excerpt minutes of meeting or decision by the Trust Fund Committee).
4. Sponsorship – to attach the sponsorship agreement/letter
5. **RISK FACTOR**
   1. Risk to the KCDIOM/University if the products/services are not procured.
6. **BENEFIT AND IMPACT** 
   1. Benefit and Impact on the University
   2. In return, what will the University get
7. **RECOMMENDATION FOR APPROVAL**
   1. The IIUM Purchasing Policy No. 4: Organization and Delegation of Purchasing Authority stipulates that the approving authorities for procurement of goods, services and works of more than RM20,000 up to RM200,000 are the Executive Finance Director and the Rector of IIUM.
   2. As such, the approving authorities are kindly recommended to approve as follows:
8. The appointment of **ABC Sdn Bhd** for the supply of equipment Teaching and Learning for International Islamic University Malaysia for a contract period of one (1) year commencing from 1st April 2022 until 31st March 2023 with a total financial implication of **RM150,000.00.**
9. i) delivery period
10. warranty
11. after-sales support
12. payment terms

Prepared by: Recommended by:

**NAME NAME**

Position Director / Dean

KCDIOM KCDIOM

International Islamic University Malaysia International Islamic University Malaysia

Date: Date:

Approved by: Approved by:

**MADAM NAAIMAH AHMAD RADZI DZULKIFLI BIN ABDUL RAZAK,**

Executive Director  **PROF. EMERITUS TAN SRI DATO’**

Finance Division Rector

International Islamic University Malaysia International Islamic University Malaysia

Date: Date: