



LEADING THE WAY
KHALIFAH • AMANAH • IQRA' • RAHMATAN LIL-ĀLAMIN
LEADING THE WORLD



INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

CHECKLIST FOR SUBMISSION OF PROCUREMENT PROPOSAL (VALUE ABOVE RM20,000)

NO.	DETAILS	PLEASE (✓) OR (X) WHERE APPLICABLE	
		YES (✓)	NO (X)
1	Proposal		
	1.1 Proposal for Procurement of Products/Services - Title of proposal: (please use font Times New Roman size 12)		
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 (PRF)		
	3.1.1 Market Survey / Request for Information (RFI)		
	3.1.2 Detailed Specifications		
	3.1.3 List of Invited Vendors		
	3.1.4 Proof of Budget Availability		
	3.1.5 Approval for Trust Fund Utilization (ie Minutes of Meeting/Circular Resolution-if any)		
	3.2 Letter to Request for Quotation (RFQ) (to attach evidence on the letter sent via courier or email) i) Appendix 1 - Quotation Form ii) Appendix 2 - Bidder's Checklist iii) Appendix 3 - Bidder's Declaration (Appendix F of Integrity Pact)		
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	Quotation Evaluation		
	5.1 Quotation Evaluation Form (to be completed and signed by all members of the Quotation Evaluation Committee)		

NO.	DETAILS	PLEASE (√) OR (X) WHERE APPLICABLE	
		YES (√)	NO (X)
	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)		
6	Budget Allocation		
	6.1 Source of Fund i) Operating/Central/Trust/Research Fund : Acct Vote : ii) Total Financial Implication : RM iii) Balance as at (dd/mm/yyyy) : RM iv) Commitment Amount (for Trust Fund only) : RM		
Signature : Prepared by : Date : Official stamp :			

For Finance Use Only	
Checked by: Signature: Position: Date: Remarks:	Verified by: Signature: Position: Date: Remarks:

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