
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION/ISSUE NO. : 01
	REVISION NO. : 01
MANAGEMENT OF UPGRADING PROJECTS (PRE-CONTRACT)	EFFECTIVE DATE : 19/10/2020
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MANAGEMENT OF UPGRADING PROJECTS (PRE-CONTRACT)

Prepared By :-	Approved By :-
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Position : Deputy Director (QS)	Position : Director Development Division
Date : 19/10/2020	Date : 19/10/2020

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1. OBJECTIVE

This procedure is prepared to describe the process involved during the pre-contract stage for Upgrading Projects in order to ensure requests are managed in accordance to the policies and procedures.

2. SCOPE

This procedure covers all the IIUM Upgrading Projects managed by the Development Division.

3. DEFINITION/ABBREVIATION

Definition :

3.1 End-User : Kulliyah/Centre/Division/Institute/Office of IIUM

Abbreviation :

3.2 IIUM : International Islamic University Malaysia


3.3 BQ : Bills of Quantities

3.4 ED FD : Executive Director of Finance Division

4. REFERENCE


4.1 IIUM Manual of Financial Policies and Procedures

4.2 IIUM Manual of Purchasing Policies and Procedures

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p data-bbox="651 779 1094 810">Note : Refer to the attached S.O.P.</p>

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6. RECORDS (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

NO.	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	Purchase Order/ Letter of Award	Filing Cabinet	7 Years	Sen. Accounting Assistant/ Administrative Assistant

7. FLOWCHART : As per attached.

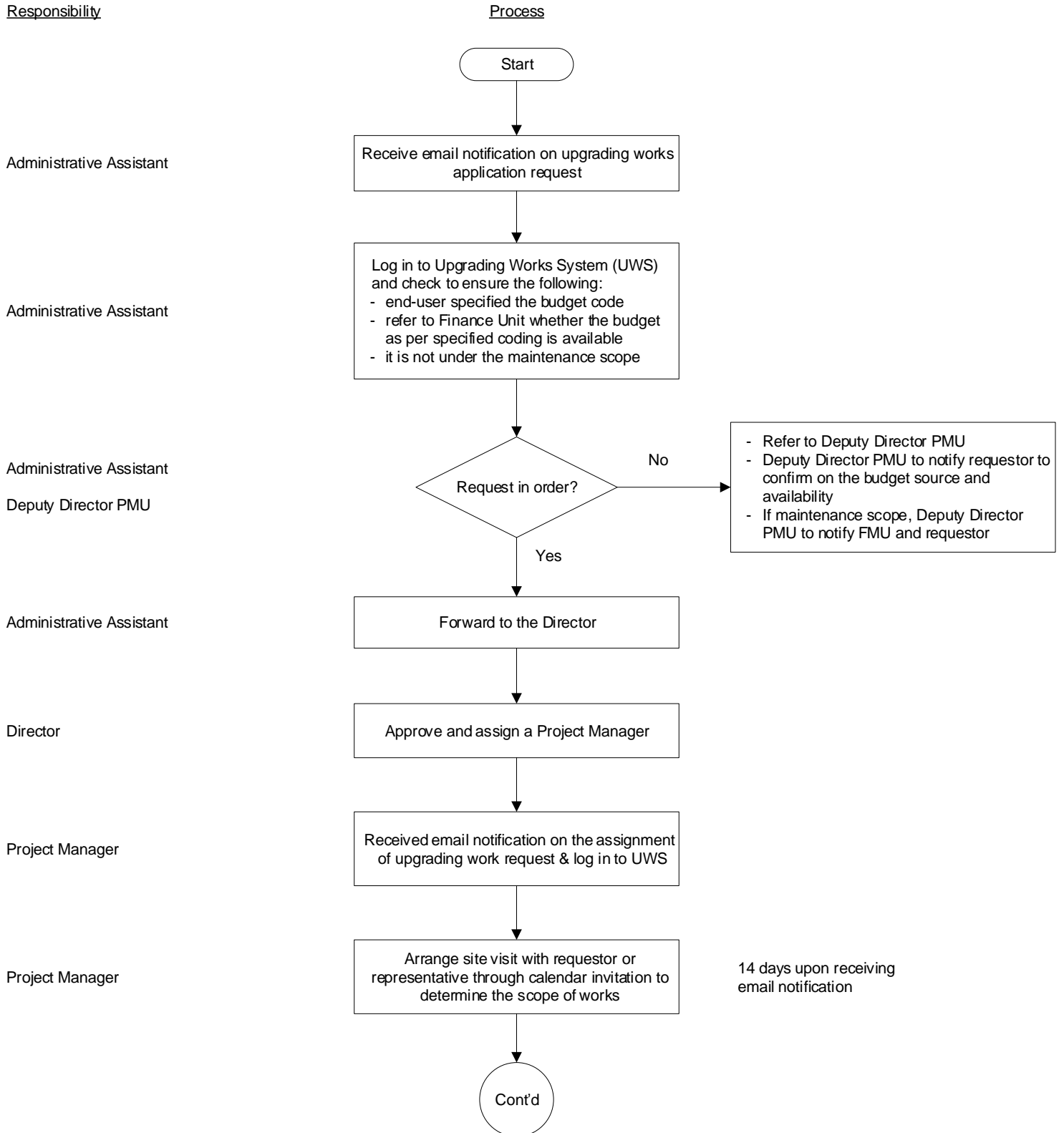
8. APPENDICES :

- Appendix 1 : Confirmation of Work Form
- Appendix 2 : Checklist for Preparation of Quotation Document
- Appendix 3 : Checklist for Preparation of Letter of Award

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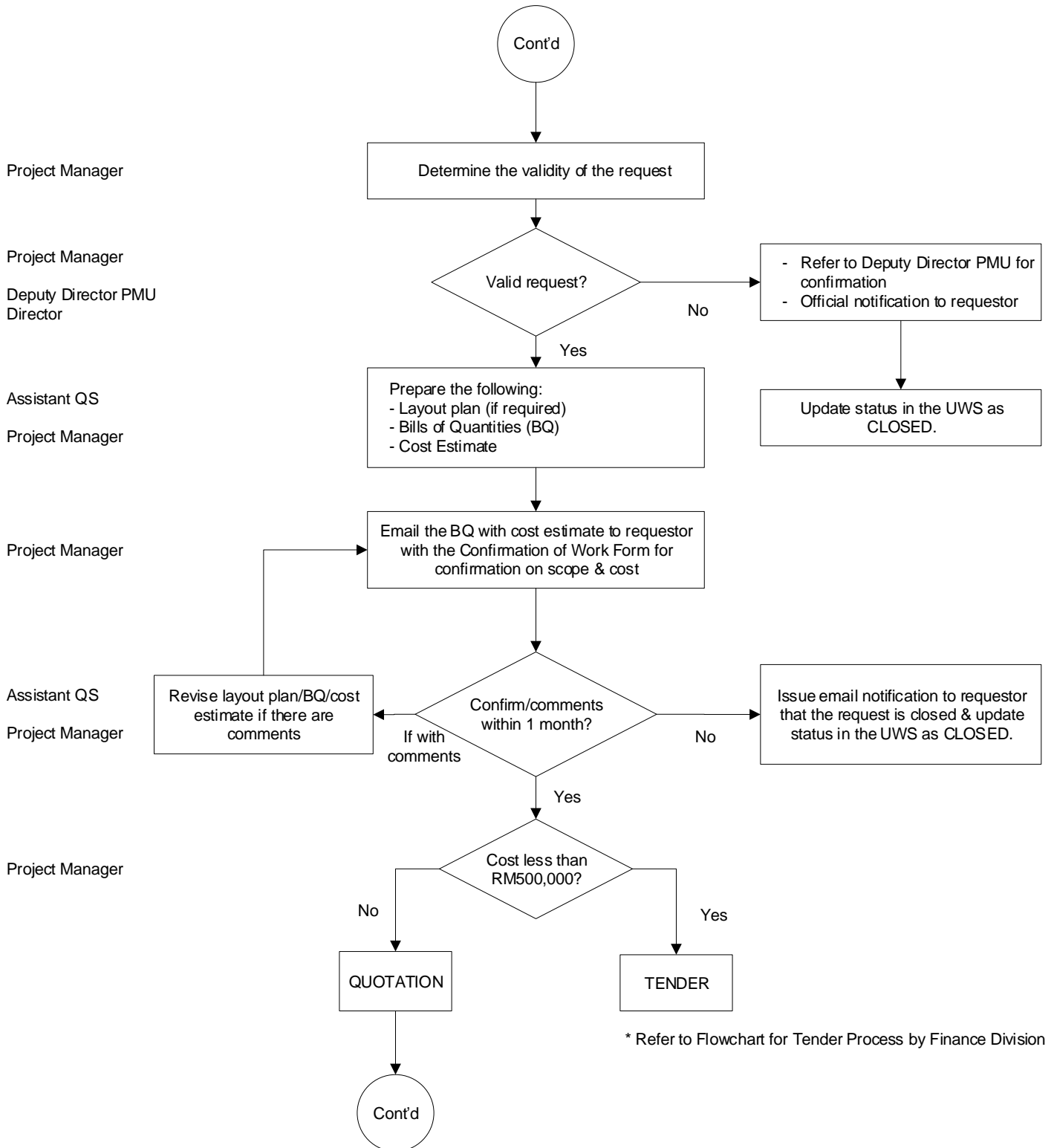


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Responsibility

Process



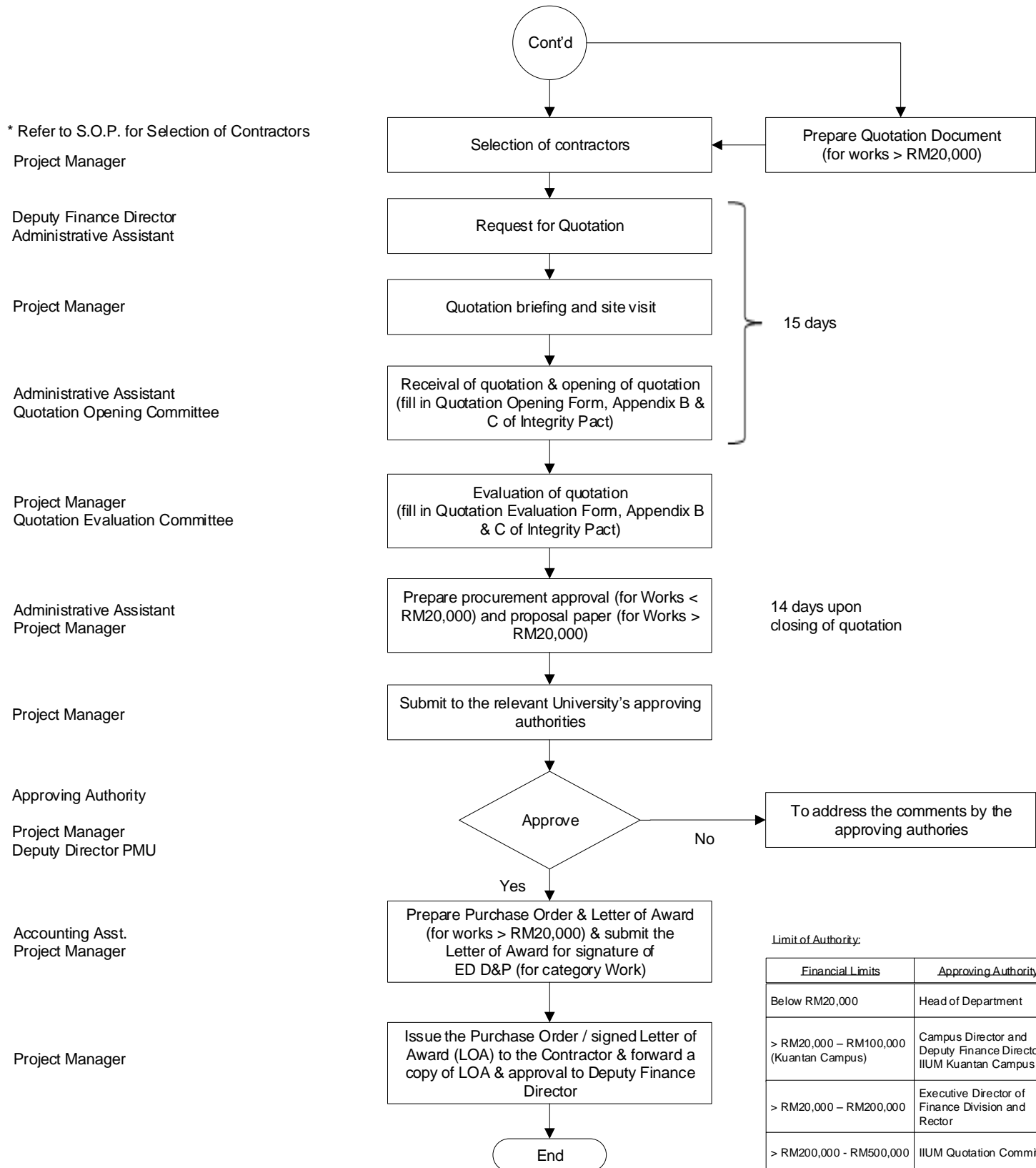
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S.O.P. for Management of Upgrading Projects (Pre-Contract)

Responsibility

Process





CONFIRMATION OF WORK FORM

DEVELOPMENT DIVISION, IIUM

Request Information:

Request No. : _____

K/C/D/I/O : _____

Request Title : _____

Project
Manager : _____

Date : _____

Confirmation required:

Scope of work as per attached Bills of Quantities Cost Estimate

Layout Plan as per attached (Please endorse)

Confirmation by K/C/D/I/O:

Confirm
(Please specify the budget: _____)

Request for amendments
(Please specify below)

Confirmed by: (Assistant Director/Deputy Director/Head of Dept./Dean/Director of K/C/D/I/O)

Signature & Official Stamp

Date

Note : Please note that confirmation should reach us not later than one (1) month from the date of submission of the documents from Development Division. If no response is received after one (1) month from the submission of the documents, the request will be regarded as CLOSED.

DEVELOPMENT DIVISION, IIUM

CHECKLIST FOR PREPARATION OF QUOTATION DOCUMENT

- | | |
|---|--------------------------|
| 1. Cover | <input type="checkbox"/> |
| i. Title of Project | |
| ii. Month and Year of Quotation | |
| 2. Table of Contents | <input type="checkbox"/> |
| 3. Section A - Instruction to Tenderers | <input type="checkbox"/> |
| i. Instruction to Tenderers | |
| 4. Section B - Conditions of Contract | |
| i. Conditions of Contract approved by OLA | <input type="checkbox"/> |
| 5. Section C - Form of Quotation | |
| i. Form of Quotation | <input type="checkbox"/> |
| 6. Section D - Letter of Award | |
| i. Letter of Award for Quotation
(for Quotation value less than RM200,000) | <input type="checkbox"/> |
| ii. Letter of Award for Quotation
(for Quotation value above RM200,000 to RM500,000) | <input type="checkbox"/> |
| 7. Section E - Final Summary of Quotation | <input type="checkbox"/> |
| 8. Section F - Bill of Quantities | <input type="checkbox"/> |
| 9. Section G - Drawings (if any) | <input type="checkbox"/> |
| 10. Section H - Appendices | |
| i. Appendix A - Contractor's Particular | <input type="checkbox"/> |
| ii. Appendix B - Contractor's Organisation Chart | <input type="checkbox"/> |
| iii. Appendix C - List Of Contractor's Present Jobs | <input type="checkbox"/> |
| iv. Appendix D - List Of Contractor's Previous Jobs | <input type="checkbox"/> |
| v. Appendix E - List Of Equipment & Tools | <input type="checkbox"/> |
| vi. Appendix F - Bidder's Declaration | <input type="checkbox"/> |
| vii. Appendix G - Company Profile | <input type="checkbox"/> |

CHECKLIST FOR PREPARATION OF LETTER OF AWARD

1. Name & Address of Company = **as per the registration with CIDB**
2. Project Title = **as per the Quotation Document**
3. Contract Sum = **as per approval**
4. Performance Bond = **5% of Contract Sum**
(applicable for project > RM200,000)
5. Insurance of Works = **Contract Sum**
6. Public Liability Insurance =

Contract Sum	Insurance Amount
< RM50,000	RM10,000
RM50,000 - RM100,000	RM25,000
RM100,000 - RM200,000	RM50,000
RM200,000 - RM500,000	RM100,000
7. Contractor All Risks (CAR) Insurance = **Contract Sum**
8. Workmen Compensation Insurance = **20% of Contract Sum**
9. Date of Commencement = **2 weeks from date of LOA**
(but subject to the urgency of project)
10. Date of Completion = **Based on the completion period offered by the Contractor & approved by the authorities**
11. Liquidated & Ascertain Damages (LAD) = **0.0188% x Contract Sum**
12. Defect Liability Period (DLP) =

Contract Sum	DLP
< RM100,000	6 months
> RM100,000	1 year