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SELECTION OF VENDORS/CONTRACTORS

Prepared By :-			Approved By :-		
Name	:	Hazlina Mazlan	Name	: Asst. Prof. Dr. Rustam Khairi Zahari	
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 in the selection of vendors/contractors for Upgrading Projects prior to calling for quotation process.

2. SCOPE

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

3. **DEFINITION/ABBREVIATION**

Definition:

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

Abbreviation:

3.2 IIUM : International Islamic University Malaysia

3.3 BQ : Bills of Quantities

3.4 MOF : Ministry of Finance

3.5 CIDB : Construction Industry Development Board

3.6 BPKU : Bahagian Pembangunan Kontraktor Dan Usahawan

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4. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	Note: Refer to the attached S.O.P.
	Note: Refer to the attached S.O.P.

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5. 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	Selection of Contractors for Calling of Quotation Form	Filing Cabinet	7 Years	Assistant Accountant

6. FLOWCHART : As per attached.

7. APPENDICES : Appendix 1 : Selection of Contractors for

Calling of Quotation Form

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S.O.P for Selection of Vendors/Contractor

End

<u>Process</u> Responsibility Start Fill in the Selection of Contractors for Calling of Quotation Form & forward to the Accounting Assistant along with the following information/documents for selection of contractors & RFQ process: Request Info (Request No. & Budget Code) Project Manager Bills of Quantities (BQ) with estimate in PDF format Bills of Quantities (blank) in PDF format (for projects ≤ RM20,000) Quotation Document in PDF format (for projects > RM20,000) Verify the budget availability Prepare list of contractors from the Master List of IIUM Registered Vendors/Contractors based on the following criteria: • Valid registration with IIUM Accounting Assistant • Valid registration with CIDB/MOF with the relevant grade based on the estimated cost of the project. Valid registration with BPKU for Bumiputra status Forward to the authorized person for approval: Deputy Finance Director (Br. Mohd Azlan Mohd. Accounting Assistant Afandi) or in his absence, Deputy Director (QS) (Project Management Unit) (Sis. Hazlina Mazlan) Deputy Finance Director / Approve? Deputy Director PMU No Yes Record in the Database for Selection of Vendors/ Accounting Assistant Contractors & forward for quotation process Deputy Finance Director Request for Quotation process Administrative Assistant

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DEVELOPMENT DIVISION

SELECTION OF CONTRACTORS FOR CALLING OF QUOTATION

		PAR	TA: TO BE FILLED IN BY PROJECT/ZONE MANAGE	₹		
Request No. Project Title	:					
Documentation Checklist	:	Request Info (Request No.: Budget Code:) Bills of Quantities with estimate Bills of Quantities (blank) (for projects below RM20,000) Quotation Document in PDF format (for projects above RM20,000)				
Submitted by	:	(0)				
Date	:	(Signat	ure & Official stamp of Project/Zone Manager)			
PART B : TO BE FILLED IN BY AUTHORIZED PERSON						
List of Contractors to be invited	:	NO.	NAME OF CONTRACTOR	CIDB GRADE	BUMIPUTRA STATUS	
		1 2 3 4 5 6 7 8				
Sologion Chapklist		9 10	Valid registration with III IM			
Selection Checklist			Valid registration with IIUM Valid registration with CIDB/MOF with the relevance Valid registration with BPKU for Bumiputra statu			
Signature of authorized person	:	(Signat	ure & Official stamp)			

Date