
 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION/ISSUE NO. : 01
	REVISION NO. : 01
SELECTION OF VENDORS/CONTRACTORS	EFFECTIVE DATE : 19/10/2020
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SELECTION OF VENDORS/CONTRACTORS

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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 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 : Kulliyah/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
	<p>Note : Refer to the attached S.O.P.</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.

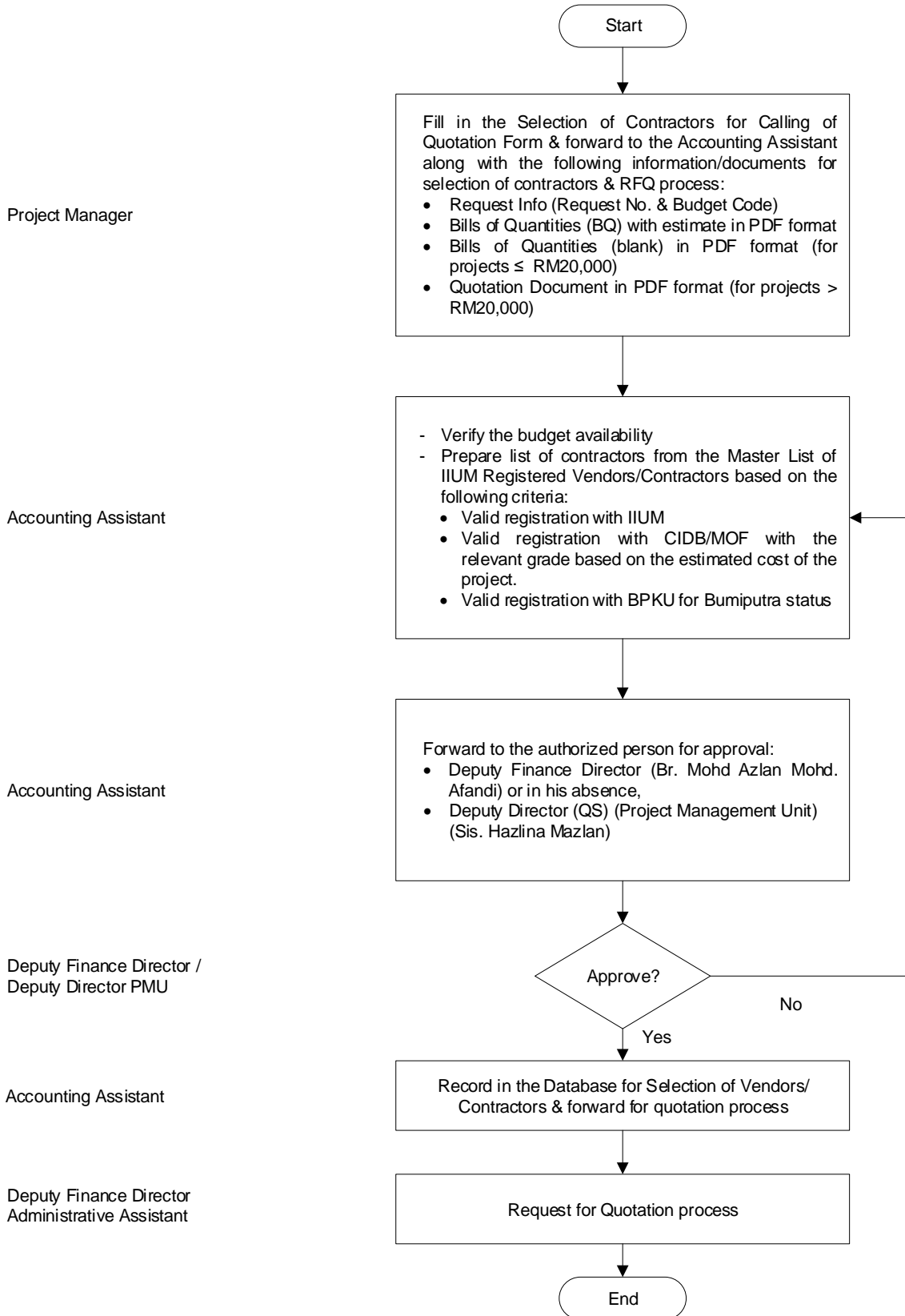
7. APPENDICES : Appendix 1 : Selection of Contractors for Calling of Quotation Form

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S.O.P for Selection of Vendors/Contractor

Responsibility

Process



DEVELOPMENT DIVISION

SELECTION OF CONTRACTORS FOR CALLING OF QUOTATION

PART A : TO BE FILLED IN BY PROJECT/ZONE MANAGER

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 : _____
 (Signature & Official stamp of Project/Zone Manager)

Date : _____

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			
9			
10			

Selection Checklist :

Valid registration with IIUM

Valid registration with CIDB/MOF with the relevant grade

Valid registration with BPKU for Bumiputra status

Signature of authorized person : _____
 (Signature & Official stamp)

Date