





PROCESSING PROCUREMENT REQUEST USING RESEARCH GRANT (Research Material / Equipment / Service) *(Above RM20K- RM200K)*

Prepared by: -	Approved by:-
(Signature) 	(Signature) 
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Position: ASST. ADMINISTRATIVE OFFICER	Position: DIRECTOR, RMC
Date: 26/7/2023	Date: 26/7/2023

1.0 OBJECTIVE

The procedure is established to ensure that the processing of procurement request using research grant is strictly adhered as per IIUM Financial Policy and funder guidelines.

2.0 SCOPE

This procedure is used by the IIUM to process the procurement request using research grant.

3.0 PROCESSING DURATION

The process takes a maximum of five (5) working days.

4.0 ABBREVIATION (If any)

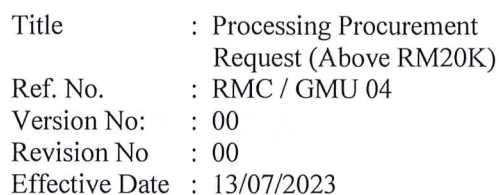
D	Director RMC
DD GMU	Deputy Director (Grant Management Unit)
DD RMC Kuantan	Deputy Director RMC Kuantan Campus
HOR	Head of Research
R	Researcher
AA	Administrative Assistant
FZ2	Finance Zone 2
FU RMC	Finance Unit RMC Kuantan
RMSV2	Research Management System Version 2

5.0 REFERENCE

IIUM Financial Policies and Procedures
 IIUM Policy On Research and Innovation
 Sponsored Research Guidelines and Procedures 2020
 Tadbir Urus Geran Penyelidikan Kementerian Pendidikan Tinggi Malaysia
 Internal Grant Guidelines (RMC / Kull / Centre / Division / Institute / Office)

6.0 RESPONSIBILITY AND DETAILED PROCEDURE

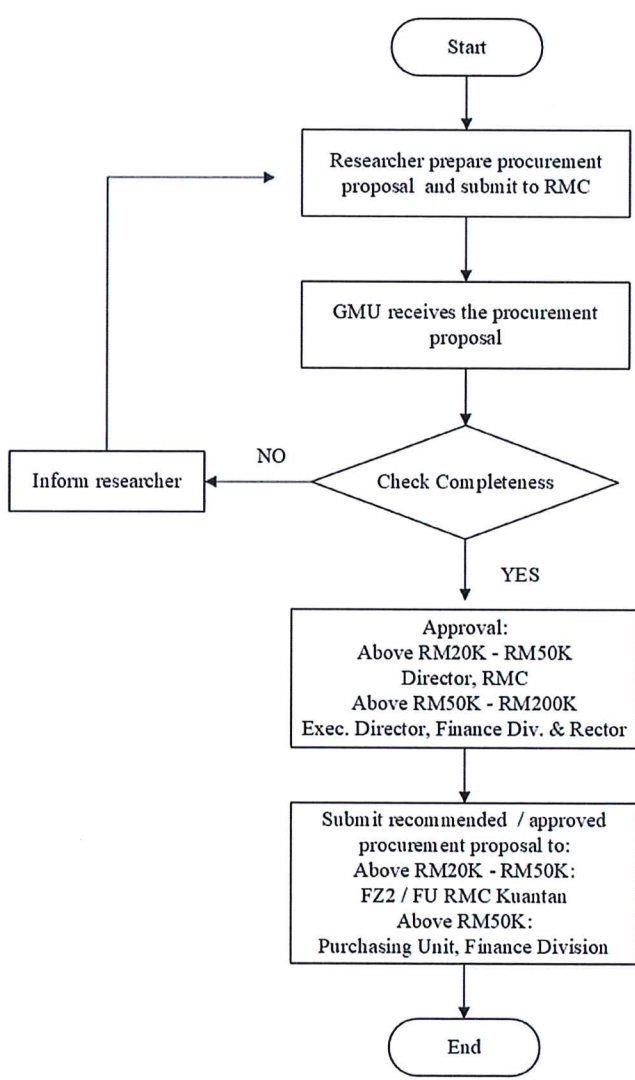
RESPONSIBILITY	DETAILED PROCEDURE
R AA	6.1 Start 6.2 Researcher prepare procurement proposal and submit to GMU, RMC 6.3 GMU receives the proposal. 6.4 Check completeness of the proposal. Checklist on completeness: a) The procurement proposal must be specified on the items to be purchased, signed by the requestor and recommend by the HOR. b) Required attachments: - QUOTATION <ul style="list-style-type: none"> • Above RM20k – RM50K – 3 quotations • Above RM50K – RM200K – 5 quotations. • The quotation must clearly state the detail of the research materials / equipment / service to be purchased. • The date of the quotation must be valid during the submission of procurement form • The quotation must have stamped received. • Sole Distributor Authorization letter (if any) - PANEL OF QUOTATION OPENING AND TECHNICAL EVALUATION <ul style="list-style-type: none"> • Appointment letter issued by RMC • Summary of Quotation Opening and Technical Evaluation - INTEGRITY PACT <ul style="list-style-type: none"> • Appendix A - Declaration by IIUM Staff Who Is Involved in IIUM Procurement • Appendix B - Declaration by Members of Procurement Related Committees • Appendix C - Declaration by Members of Procurement Related Committees Upon Completion of Duties • Appendix F - Bidder's Declaration c) Balance of grant whether the allocation in the respective vote is sufficient to pay for the purchase / service. d) Expiry date of the grant to ensure that the grant is still valid. e) For equipment purchase, a copy of approved equipment in the original proposal must attached.



7.0 RECOND RETENTION PERIOD

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8.0 PROCESS FLOW

Responsibility	Flow Chart	Remarks
R	 <pre> graph TD Start([Start]) --> R1[Researcher prepare procurement proposal and submit to RMC] R1 --> R2[GMU receives the procurement proposal] R2 --> D1{Check Completeness} D1 -- NO --> R3[Inform researcher] R3 --> R1 D1 -- YES --> R4["Approval: Above RM20K - RM50K Director, RMC Above RM50K - RM200K Exec. Director, Finance Div. & Rector"] R4 --> R5["Submit recommended / approved procurement proposal to: Above RM20K - RM50K: FZ2 / FU RMC Kuantan Above RM50K: Purchasing Unit, Finance Division"] R5 --> End([End]) </pre>	<p>Checklist on completeness:</p> <p>a) The procurement proposal must be specified on the items to be purchased, signed by the requestor and recommend by the HOR.</p> <p>b) Required attachments:</p> <ul style="list-style-type: none"> - QUOTATION <ul style="list-style-type: none"> • Above RM20k – RM50K – 3 quotations • Above RM50K – RM200K – 5 quotations. • The quotation must clearly state the detail of the research materials / equipment / service to be purchased. • The date of the quotation must be valid during the submission of procurement form • The quotation must have stamped received. • Sole Distributor Authorization letter (if any) - PANEL OF QUOTATION OPENING AND TECHNICAL EVALUATION <ul style="list-style-type: none"> • Appointment letter issued by RMC • Summary of Quotation Opening and Technical Evaluation - INTEGRITY PACT <ul style="list-style-type: none"> • Appendix A - Declaration by IIUM Staff Who Is Involved in IIUM Procurement • Appendix B - Declaration by Members of Procurement Related Committees • Appendix C - Declaration by Members of Procurement Related Committees Upon Completion of Duties • Appendix F - Bidder's Declaration
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