



Our reference : IIUM/102/205/PURC/10/8/30  
Date : 24<sup>th</sup> January 2024

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Dear Dato'/Prof./Assoc. Prof./Dr./Sir/Madam/Br./Sr.,

*Assalamualaikum Wa Rahmatullahi Wa Barakatuh*

## SCHEDULE FOR QUOTATION COMMITTEE MEETINGS FOR THE YEAR 2024

May this letter reach you in the best of health and circumstances by the grace of *Allāh subhānahū wata' alā*.

Please be informed that the Quotation Committee Meetings (QCM) for the year 2024 are scheduled to be held as follows:

NO.	MEETING	DATE (DAY)	TIME	VENUE	DEADLINE FOR PAPER
1	QCM No. 1/2024	15 <sup>th</sup> February 2024 (Thursday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	2 <sup>nd</sup> February 2024 (Friday)
2	QCM No. 2/2024	7 <sup>th</sup> March 2024 (Thursday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	15 <sup>th</sup> February 2024 (Thursday)
3	QCM No. 3/2024	1 <sup>st</sup> April 2024 (Monday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	4 <sup>th</sup> March 2024 (Monday)



<b>NO.</b>	<b>MEETING</b>	<b>DATE (DAY)</b>	<b>TIME</b>	<b>VENUE</b>	<b>DEADLINE FOR PAPER</b>
4	QCM No. 4/2024	2 <sup>nd</sup> May 2024 (Thursday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	3 <sup>rd</sup> April 2024 (Thursday)
5	QCM No. 5/2024	4 <sup>th</sup> June 2024 (Tuesday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	7 <sup>th</sup> May 2024 (Tuesday)
6	QCM No. 6/2024	2 <sup>nd</sup> July 2024 (Tuesday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	5 <sup>th</sup> June 2024 (Wednesday)
7	QCM No. 7/2024	1 <sup>st</sup> August 2024 (Thursday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	4 <sup>th</sup> July 2024 (Thursday)
8	QCM No. 8/2024	3 <sup>rd</sup> September 2024 (Tuesday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	6 <sup>th</sup> August 2024 (Tuesday)
9	QCM No. 9/2024	1 <sup>st</sup> October 2024 (Tuesday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	4 <sup>th</sup> September 2024 (Tuesday)
10	QCM No. 10/2024	5 <sup>th</sup> November 2024 (Tuesday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	8 <sup>th</sup> October 2024 (Tuesday)
11	QCM No. 11/2024	3 <sup>rd</sup> December 2024 (Tuesday)	2.30 pm	Meeting Room, Office of the Deputy Rector (Responsible Research and Innovation)	6 <sup>th</sup> November 2024 (Wednesday)

### General Requirements for Submission of QCM Proposal

1. Please **submit the soft copy and hard copy** of the papers within/on the said deadline;
2. Submission of soft copy should be in **MS Word and PDF document**;
3. Please email the **soft copy** to [hafizsulaiman@iium.edu.my](mailto:hafizsulaiman@iium.edu.my) / [nurulnoor@iium.edu.my](mailto:nurulnoor@iium.edu.my) and forward the **hard copy** to the Procurement Department, Finance Division IIUM Gombak within / on the said deadline;
4. Please ensure completed Due Diligence checklist is attached to the proposal paper;
5. **British English** must be used in all documents;
6. Should the proposal is received after the stipulated deadline, it will be tabled in the subsequent meeting.

**Only completed documents** will be presented in the QCM. The Secretariat has the right to reject any paper that does not meet the quality required.

The proposal should be clear, precise and free from spelling and grammatical errors.

Your cooperation and attention in this matter are highly appreciated.

Thank you. *Wassalam.*



**AZLINA MOHD KAMIL**

Senior Deputy Finance Director

Contract Administration & Governance Procurement and Asset Management

Department

Finance Division

International Islamic University Malaysia