



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

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

Assalamualaikum Wa Rahmatullahi Wa Barakatuh

SCHEDULE FOR TENDER 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'ālā.

Kindly be informed that Tender Committee Meetings (TCM) for the year 2024 are scheduled to be held as follows:

NO.	MEETING	DATE (DAY)	TIME	VENUE	DEADLINE FOR PAPER
1	TCM No. 1/2024	5 th March 2024 (Tuesday)	2.30 pm	Conference Room, Office of the Rector	6 th February 2024 (Tuesday)
2	TCM No. 2/2024	21 st May 2024 (Tuesday)	2.30 pm	Conference Room, Office of the Rector	23 rd April 2024 (Tuesday)
3	TCM No. 3/2024	29 th August 2024 (Thursday)	2.30 pm	Conference Room, Office of the Rector	1 st August 2024 (Thursday)
4	TCM No. 4/2024	28 th November 2024 (Thursday)	2.30 pm	Conference Room, Office of the Rector	31 st October 2024 (Thursday)



General Requirements for Submission of TCM 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 / 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 TCM. 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