



Our reference : IIUM/102/205/PURC/10/8/30  
Date : 22<sup>nd</sup> December 2025

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

*Assalamualaikum Wa Rahmatullahi Wa Barakatuh*

## SCHEDULE FOR QUOTATION COMMITTEE MEETING FOR THE YEAR 2026

May this letter reach your good self in the best of health and circumstances by the grace of *Allāh subhānahū wata'ālā*.

Please be informed that the dates for the Quotation Committee Meeting (QCM) for the year 2026 are scheduled to be held as follows:

NO	MEETING	DATE (DAY)	TIME	VENUE	DEADLINE FOR PAPER
1	QCM No.01/2026	22 <sup>nd</sup> January 2026 (Thursday)	9.30 a.m.	Executive Meeting Room, Finance Division	2 <sup>th</sup> January 2026 (Friday)
2	QCM No. 02/2026	13 <sup>th</sup> February 2026 (Friday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	23 <sup>rd</sup> January 2026 (Friday)
3	QCM No.03/2026	30 <sup>th</sup> March 2026 (Monday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	13 <sup>th</sup> March 2026 (Friday)
4	QCM No.04/2026	30 <sup>th</sup> April 2026 (Thursday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	10 <sup>th</sup> April 2026 (Friday)



NO.	MEETING	DATE (DAY)	TIME	VENUE	DEADLINE FOR PAPER
5	QCM No.05/2026	18 <sup>th</sup> May 2026 (Monday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	30 <sup>th</sup> April 2026 (Thursday)
6	QCM No.06/2026	25 <sup>th</sup> June 2026 (Thursday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	5 <sup>th</sup> June 2026 (Friday)
7	QCM No.07/2026	30 <sup>th</sup> July 2026 (Thursday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	10 <sup>th</sup> July 2026 (Friday)
8	QCM No.08/2026	27 <sup>th</sup> August 2026 (Thursday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	7 <sup>th</sup> August 2026 (Friday)
9	QCM No.09/2026	28 <sup>th</sup> September 2026 (Thursday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	11 <sup>th</sup> September 2026 (Friday)
10	QCM No.10/2026	29 <sup>th</sup> October 2026 (Thursday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	9 <sup>th</sup> October 2026 (Friday)
11	QCM No.11/2026	17 <sup>th</sup> November 2026 (Tuesday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	30 <sup>th</sup> October 2026 (Friday)
12	QCM No.12/2026	14 <sup>th</sup> December 2026 (Monday)	9.30 a.m.	Meeting Room, Office of the Deputy Rector (Research, Innovation and Development)	27 <sup>th</sup> November 2026 (Friday)

As such, we would highly appreciate it if you could submit the hardcopy of the proposal and email the softcopy to the Secretariat **three (3) weeks in advance before the meeting date** for our further action. Should the proposal is received after the stipulated deadline, it will be tabled in the subsequent meeting.

#### 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 [procurement\\_unit@iiu.edu.my](mailto:procurement_unit@iiu.edu.my) and forward the **hard copy** to the Procurement Department, Finance Division.

4. Please ensure completed Due Diligence checklist is attached to the proposal paper That includes "Prepared By", "Checked By" and/or "Approved By" **must be signed** by relevant parties;
5. **British English** must be used in all documents.
6. Should the proposal be 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.*



**MUHAMMAD SAIFURRIJAL ZAINI**  
Senior Deputy Finance Director  
Finance Division  
International Islamic University Malaysia