

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

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

Assalamualaikum Wa Rahmatullahi Wa Barakatuh

SCHEDULE FOR TENDER COMMITTEE MEETING FOR THE YEAR 2026

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

Please be informed that the Tender Committee Meeting (TCM) for the year 2026 is scheduled to be held as follows:

NO	MEETING	DATE (DAY)	TIME	VENUE	DEADLINE FOR PAPER
1	TCM No.01/2026	5 th March 2026 (Thursday)	9.00 a.m.	Conference Room, Office of the Rector	13 th February 2026 (Friday)
2	TCM No. 02/2026	7 th May 2026 (Thursday)	9.00 a.m.	Conference Room, Office of the Rector	17 th April 2026 (Friday)
3	TCM No.03/2026	18 th August 2026 (Monday)	9.00 a.m.	Conference Room, Office of the Rector	31 st July 2026 (Friday)
4	TCM No.04/2026	13 th October 2026 (Monday)	9.00 a.m.	Conference Room, Office of the Rector	25 th September 2026 (Friday)
5	TCM No.05/2026	26 th November 2026 (Thursday)	9.00 a.m.	Conference Room, Office of the Rector	6 th November 2025 (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 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 procurement_unit@iium.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 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*

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