



# Guideline on Procurement of ICT Resources

## IIUM ICT GUIDELINES

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Guidelines

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### Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	February 2018	-	Initial Submission
Version 2.0	August 2018	4	Added Clause 3.1.3
Version 3.0	January 2020	5,6,8	Amended Clause 3.14, 3.2, 3.4
Version 4.0	February 2023	8	Amended Appendix A

### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Syed Mohd Hazrul bin Syed Salim	Endorsement by ITD Management	02/10/2018	03/10/2018
Syed Mohd Hazrul bin Syed Salim	Endorsement by ITD Management	16/01/2020	16/01/2020
Siti Zarina binti Muhamad	Endorsement by ITD Management	14/02/2023	15/02/2023

# IIUM ICT Guidelines

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## 1. OBJECTIVE

The objective of this document is to define the guidelines on procurement of ICT resources in IIUM.

## 2. TERMS AND DEFINITIONS

Term	Definition
ITD	Information Technology Division
CIO	Chief Information Officer
ITD Management	CIO, Director, Deputy Directors and Team Leaders
ICT Controlled Items	Items as listed in Guidelines on Procurement of ICT Resources

## 3. GUIDELINES

### 3.1 List of ICT Controlled Items

3.1.1 The following are the list of ICT controlled items and requires recommendation from ITD and/or relevant authority:

- All range of printer models
- All types of scanners
- Notebooks/laptops
- Personal computers (excluding tablet)
- All range of server models
- Application systems/software
- All software licenses
- Switches (including hubs)
- Wireless access points
- Telephones including IP Phones (excluding mobile phone)
- Video conferencing equipment (excluding external Web Cam for laptop/desktop)
- Equipment or application system that is a stated in the deliverable of a project which may have impact to the existing IT infrastructure
- ICT services

3.1.2 Any other items other than the items listed in Section 3.1.1 above does not require recommendation from ITD and/or relevant authority.

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- 3.1.3 The procurement of the item listed in Section 3.1.1 above for research use (i.e. research projects and etc.) does not require ITD recommendation as stated in '*Surat Pekeliling Perbendaharaan 1PP PK1/2013 Perenggan 6 (x): Garis Panduan Mengenai Penyelarasan Penggunaan dan Perolehan Kemudahan dan Peralatan Teknologi Baru di Agensi Kerajaan*'.
- 3.1.4 Procurement of non-ICT controlled item combined with ICT controlled items for special purposes (e.g. the scientific instrument hardware, radio broadcasting system, magnetic resonance imaging (MRI) equipment, military intelligence system and flight simulator) does not require ITD recommendation.
- 3.2 Technical Specification Endorsement and Appointment of Technical Specification Committee
- 3.2.1 Technical Specification Endorsement and Appointment of the Technical Specification Committee for Tender Process
- 3.2.1.1 Technical Specification Committee shall be appointed by ITD Director in accordance with Guidelines on Technical Specification Committee as outlined in Appendix A.
- 3.2.1.2 The Technical Specification Committee Meeting shall be chaired by ITD Director or the appointed representative for the purpose of technical specification endorsement.
- 3.2.2 Technical Specification Endorsement and Appointment of the Technical Specification Committee for RFQ Process
- 3.2.2.1 Procurement of ICT controlled items for the estimated value that is less than RM 20,000
- The respective KCDIOs are required to use the endorsed specifications that are provided by ITD.
  - If the endorsed specifications are not available or does not meet the requirement, the proposed specification should be forwarded to the respective Deputy Director and ITD Director for recommendation.
- 3.2.2.2 The list of the standard specifications provided (but not limited to):
- personal computers
  - laptops/notebooks
  - wireless access points
  - printers

- scanners
  - switches
  - software
- 3.2.2.3 The items list and its specifications will be reviewed from time to time.
- 3.2.2.4 Procurement value is RM 20,000 and above
- The respective KCDIOs are required to use the endorsed specifications that are provided by ITD.
  - If the endorsed specifications are not available or does not meet the requirement, the proposed specification will be tabled in the Technical Specification Committee Meeting.
- 3.3 Appointment of Tender/Quotation Evaluation Committee
- 3.3.1 The appointment of Tender/Quotation Evaluation Committee shall follow the IIUM Manual of Purchasing Policies and Procedures.
- 3.3.2 Tender/Quotation Evaluation Committee for ICT Controlled Items shall inclusive of the appointed representative(s) from ITD (officer level). The Tender/Quotation Evaluation Committee appointment letter of the appointed representative(s) from ITD shall be issued for the procurement value that is equals to or more than RM20,000. As for procurement value that is less than RM20,000, the ICT Controlled Item Procurement Recommendation Form shall be used.
- 3.4 Tender/Quotation Evaluation
- 3.4.1 The tender/quotation evaluation process shall follow the IIUM Manual of Purchasing Policies and Procedures.
- 3.4.2 The quotation clarification meetings with the participated bidders shall be held for the procurements that require UTICTEC approval as stated in Section 3.4 Approving authority in the Policy on Procurement of ICT Resources. However, as for the procurement that does not require UTICTEC approval, the quotation clarification meetings may be held (if necessary).

### **4. IMPLEMENTATION AND NON-COMPLIANCE**

- 4.1 The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
- 4.2 This guideline is applicable to the University community and any infringement of the guideline may subject to disciplinary actions and any other actions deem necessary.

### **5. ENFORCEMENT**

This guideline is applicable to all staff of the University and any infringement of the policy may subject to disciplinary actions.

### **6. MAINTENANCE OF GUIDELINE**

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

### **7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

- 7.1 This guideline shall be read together with the following or any documents which recently approved:
  - 7.1.1 ICT Regulations
  - 7.1.2 IIUM Financial Policy
  - 7.1.3 Policy on Procurement of ICT Resources
  - 7.1.4 Surat Pekeliling Am Bilangan 1 Tahun 2018 – Garis Panduan Tatacara Permohonan Kelulusan Teknikal Inisiatif Teknologi Maklumat dan Komunikasi (ICT) Kementerian Pendidikan Malaysia
  - 7.1.5 Surat Pekeliling Perbendaharaan 1PP PK1/2013 Perenggan 6 (x): Garis Panduan Mengenai Penyelarasan Penggunaan dan Perolehan Kemudahan dan Peralatan Teknologi Baru di agensi Kerajaan.

**TECHNICAL SPECIFICATION COMMITTEE, ITD REPRESENTATIVE FOR QUOTATION EVALUATION  
EXERCISE & ITD QUOTATION EVALUATION COMMITTEE  
(JANUARY 2023 - DECEMBER 2023)**

**1. TECHNICAL SPECIFICATION COMMITTEE MEETING (PROCUREMENT)**

ICT Controlled Items Category	Secretary	Secretariat
A. Computer Hardware and Software/ Services	Person in Charge of the proposal/ procurement. (Grade 41 above)	Br. Mohd Farisalharisi Mohd Yaziz
B. Networking Related Equipment/Services		
C. Application Systems		

All ITD Deputy Director are part of the committee, and the meeting shall be chaired by the ITD Director, or person authorized by ITD Director.

**2. ITD REPRESENTATIVE FOR QUOTATION EVALUATION EXERCISE (PROCUREMENT)**

ICT Controlled Items Category	ITD IIUM Gombak	ITD IIUM Kuantan, SASMEC & CFS Gambang
A. Computer Hardware and Software/Services	i.Br. Noor Helmi Mokhtar ii.Br. Muhamad Hairulnizam Hasan iii.Sr. Saidah Zawanah Sulaiman	i.Br. Ahmad Fadhlan Ahmad Shafiq (SASMEC) ii.Sr. Umi Kalthum Mohd Hanapi (ITD IIUM Kuantan) iii.Br. Ahmad Syaheer Abd Ghaffar (CFS Gambang)
B. Networking Related Equipment/Services	i.Br. Muhammad Irfan Mazlan ii.Br. Muhammad Asyraf Rahman	i.Br. Nik Rafiuddin Nik Mohd Adib (SASMEC) ii.Br. Sayed Ahmad Fauzi Sayed Osman (ITD IIUM Kuantan) iii.Br. Ahmad Syaheer Abd Ghaffar (CFS Gambang)
C. Application Systems	i.Sr. Siti Nur Jihan Rahmat ii.Br. Mohd Shahrin Saat iii.Sr. Salwani Remli iv.Sr. Fitratul Novida Dasrizal	i.Sr. Faizilah Ab. Halim @ Awang (SASMEC) ii.Br. Hasmanizam Abdul Majid (ITD IIUM Kuantan) iii.Sr. Nor Rohaida Mohamed (CFS Gambang)



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### 3. ITD QUOTATION EVALUATION COMMITTEE (PROCUREMENT)\*

ICT Controlled Items Category	ITD IIUM GOMBAK
A. Computer Hardware and Software /Services	i.Sr. Saidah Zawannah Sulaiman ii.Sr. Dayang Dahlia Awang Talip iii.Sr. Umi Kalthum Mohd Hanapi iv.Sr. Khairani Che Ibrahim v.Br. Mohd Khairul Sazaney Abu Jaziz
B. Networking Related Equipment/ Services	vi.Br. Muhamad Hairulnizam Hasan vii.Br. Noor Helmi Mokhtar viii.Br. Safi'ee Madian ix.Sr. Salwani Remli x.Sr. Shahidah Mahbob xi.Sr. Tengku Zemy Azmira T Aziz
C. Application Systems	xii.Br. Fathul Arif Kamarudin xiii.Sr. Fitratul Novida Dasrizal xiv.Br. Mohd Shahrin Saat xv.Br. Mohd Zulkifli Nawawi xvi.Br. Khairulannuar Mat Tahir xvii.Br. Muhammad Asyraf Rahman xviii.Br. Muhammad Irfan Mazlan xix.Sr. Noor Hafizah Mohd Akil xx.Sr. Norzaily Jasmi xxi.Sr. Nur Fazira Alaludin xxii.Br. Nuruddin Razali xxiii.Sr. Siti Nur Jihan Rahmat
D. Finance Division Representative	i.Br. Mohd Hafiz Bin Selaman @ Sulaiman
E. Non-IT Equipment	i.Sr. Wan Surbani Bt. Wan Omar

*\*Since the appointment involves all officer, the PIC can select any four officers from respective sections*

Coordinator: IT Governance

The responsibilities as one of the members of the Quotation Evaluation Committee are as follows: (extracted from Manual of Financial Policies and Procedures)

- a. To prepare the evaluation reports and make recommendations to the approving authorities.
- b. To verify the details in quotation opening form with the quotations received.
- c. To check on compliance with conditions of quotation.
- d. To evaluate the bidder's data / equipment offered against specifications.
- e. To evaluate the bidder's financial status, past experiences, on-going works, personnel background and strengths.
- f. To make site visits or hold quotation clarification meetings, if relevant.

### Procurement of ICT Controlled Items

**RESPONSIBILITY**

Person in charge  
at K/C/D/I/O

Person in charge  
at K/C/D/I/O

Person in charge  
at K/C/D/I/O

Person in charge  
at K/C/D/I/O  
Deputy Director,  
ITD

PIC at K/C/D/I/O  
Tech. Spec  
Secrateriat

Person in charge  
at K/C/D/I/O  
\*ITD Rep

Person in charge  
at K/C/D/I/O  
ITD Officer

**DOCUMENTS AND RECORDS TO BE REFERRED**

IT Request form

Guidelines on Procurement of ICT Resources

Standard specifications & Policy on Procurement of ICT Resources

Standard specifications template

Proposed specifications

Proposed specifications

Manual of Purchasing Policies and Procedures (Finance Division) , Policy on Procurement of ICT Resources, Guidelines on Procurement of ICT Resources

Procurement documents

Manual of Purchasing Policies and Procedures (Finance Division)

