Version No. 03 Revision No. 00

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Manual of **Purchasing Policies**

and Procedures

(Finance Division)

Procurement of ICT Controlled Items DOCUMENTS AND **RECORDS TO BE RESPONSIBILITY** START REFERRED Person in charge Fill up IT Request Form IT Request form at K/C/D/I/O Procurement value Project? is \geq RM 20 k? Yes Guidelines on ICT Controlled items? Procurement of Yes **ICT Resources** Get the approval from Standard specifications & Standard specification is relevant authority as Person in charge available / meet the stated in Policy on Policy on at K/C/D/I/O requirement? Procurement of ICT Procurement of Resources **ICT Resources** ·No Yes Standard Download the Person in charge specifications standard specification at K/C/D/I/O Value ≥ RM 20 k? -Notemplate from ITD website Person in charge Get technical specification Proposed at K/C/D/I/O recommended by the specifications Deputy Director, respective Deputy Director, ITD ITD & approved by ITD Director Submit the proposed PIC at K/C/D/I/O specification to Technical Proposed Tech. Spec **Specification Committee** specifications Secrateriat **Meeting Coordinator** No Proposed No specification is approved? Manual of **Purchasing Policies** Yes and Procedures (Finance Division), Person in charge Proceed to procurement at K/C/D/I/O Policy on processes. Please refer to *ITD Rep Procurement of ITD and Finance Division's *Please invite ITD representative for ICT Resources, policy quotation evaluation process (for Guidelines on procurement value that is RM 20k and Procurement of ICT above) Resources Submit the procurement Person in charge documents to ITD & Procurement at K/C/D/I/O Finance for documents **ITD Officer** recommendation.

Proceed to normal

procurement processes