



## 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
Version 5.0	September 2023	4, 5, 6	Amended Clause 3.1.1, 3.1.2, 3.2.2.2
Version 6.0	January 2024	8, 9, 10	Amended Appendix A

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### 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 Muhamat	Endorsement by ITD Management	14/02/2023	15/02/2023
Siti Zarina binti Muhamat	Endorsement by ITD Management	03/10/2023	05/10/2023
Siti Zarina binti Muhamat	Endorsement by ITD Management	01/12/2023	04/12/2023

# 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:

- a) All types of scanners
- b) Notebooks/laptops
- c) Personal computers (excluding tablet)
- d) All range of server models
- e) Application systems/software
- f) All software licenses (excluding renewal)
- g) Switches (including hubs)
- h) Wireless access points
- i) Telephones including IP Phones (excluding mobile phone)
- j) Video conferencing equipment (excluding external Web Cam for laptop/desktop)
- k) Smartboard/ educational board/ interactive board and its solution
- l) Equipment or application system that is a stated in the deliverable of a project which may have impact to the existing IT infrastructure
- m) ICT services

- 3.1.2 Any other items other than the items listed in Section 3.1.1 above does not require technical recommendation from ITD and/or relevant technical authority.
- 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 1 PP 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):

- desktop/ personal computers
- laptop /notebook
- wireless access points
- printers
- refurbished switch

3.2.2.3 For software/ application development, the basic template is provided (KCDIO have to amend accordingly) and must be endorsed by the Technical Specification Committee

3.2.2.4 The items list and its specifications will be reviewed from time to time.

3.2.2.5 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 2024 - DECEMBER 2024)

#### 1. TECHNICAL SPECIFICATION COMMITTEE

Technical Specification Committee Members	
<b>Chairman</b>	Nurmaliza Jumaat
<b>Members</b>	i. Abu Hurairah Bin A. Manaf ii. Hairul Laila Binti Din iii. Siti Zarina Binti Muhamat iv. Syed Mohd Hazrul Bin Syed Salim

ICT Controlled Items Category	Secretary	Secretariat
A. Computers & hardware related, smartboards & solutions, software and services B. Networking Related Equipment/Services C. Application Systems	Person in Charge of the proposal/ procurement. (Grade 41 above)	Syarel Azill Bin Yaali

All ITD Deputy Director are part of the committee, and the meeting shall be chaired by ITD Director, or individual authorized by ITD Director. The Chairman has the authority to appoint relevant Subject Matter Experts as needed.

#### 2. QUOTATION EVALUATION COMMITTEE

ICT Controlled Items Category	Secretary	Secretariat
A. Computers & hardware related, smartboards & solutions, software and services B. Networking Related Equipment/Services C. Application Systems	Person in Charge of the proposal/ procurement. (Grade 41 above)	Mohd Farisalharesi Mohd Yaziz

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

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



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### 3. ITD REPRESENTATIVE FOR QUOTATION EVALUATION EXERCISE (PROCUREMENT)

ICT Controlled Items Category	ITD Gombak	ITD Kuantan, SASMEC@IIUM, CFS & IIUM Pagoh Campus
A. Computers & hardware related, smartboards & solutions, software and services	<ul style="list-style-type: none"> <li>i. Muhamad Hairulnizam Bin Hasan</li> <li>ii. Noor Helmi Bin Mokhtar</li> <li>iii. Saidah Zawanah Binti Sulaiman</li> <li>iv. Muhammad Irfan Bin Mazlan</li> <li>v. Muhammad Asyraf Bin Rahman</li> <li>vi. Mohd. Zulkifli Bin Nawawi</li> <li>vii. Fitratul Novida Binti Dasrizal</li> </ul>	<ul style="list-style-type: none"> <li>i. Ahmad Fadhlan Bin Ahmad Shafiq (SASMEC@IIUM)</li> <li>ii. Umi Kalthum Binti Mohd Hanapi (ITD IIUM Kuantan)</li> <li>iii. Ahmad Syaheer Bin Abd Ghaffar (CFS Gampang)</li> <li>iv. Norzaily Binti Jasmi (KLM Pagoh)</li> <li>v. Syed Mohd Hazrul bin Syed (KLM Pagoh)</li> </ul>
B. Networking Related Equipment/Services	<ul style="list-style-type: none"> <li>i. Muhammad Irfan Bin Mazlan</li> <li>ii. Muhammad Asyraf Bin Rahman</li> <li>iii. Noor Helmi Bin Mokhtar</li> </ul>	<ul style="list-style-type: none"> <li>i. Nik Rafiuddin Bin Nik Mohd Adib (SASMEC @IIUM)</li> <li>ii. Sayed Ahmad Fauzi Bin Sayed Osman (ITD IIUM Kuantan)</li> <li>iii. Ahmad Syaheer Bin Abd Ghaffar (CFS Gampang)</li> <li>iv. Norzaily Binti Jasmi (KLM Pagoh)</li> <li>v. Syed Mohd Hazrul bin Syed (KLM Pagoh)</li> </ul>
C. Application Systems	<ul style="list-style-type: none"> <li>i. Siti Nur Jihan Binti Rahmat</li> <li>ii. Mohd Shahrin Bin Saat</li> <li>iii. Salwani Binti Remli</li> <li>iv. Fitratul Novida Binti Dasrizal</li> </ul>	<ul style="list-style-type: none"> <li>i. Faizilah Binti Ab. Halim @ Awang (SASMEC @IIUM)</li> <li>ii. Hasmanizam Abdul Bin Majid (ITD IIUM Kuantan)</li> <li>iii. Nor Rohaida Binti Mohamed (CFS Gampang)</li> <li>iv. Norzaily Binti Jasmi (KLM Pagoh)</li> </ul>

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

ICT Controlled Items Category	ITD
A. Computers & hardware related, smartboards & solutions, software and services	i. Abdul Naser Bin Hj. Abdullah ii. Abu Hurairah Bin A. Manaf iii. Hairul Laila Binti Din iv. Siti Zarina Binti Muhamat
B. Networking Related Equipment/ Services	v. Syed Mohd Hazrul Bin Syed Salim vi. Dayang Dahliana Bt. Awang Talip vii. Hasmanizam Bin Abdul Majid
C. Applications System	viii. Khairani Binti Che Ibrahim ix. Mohd Khairul Sazaney Bin Abu Jaziz x. Muhamad Hairulnizam Bin Hasan xi. Noor Helmi Bin Mokhtar xii. Norrohaida Bt. Mohamed xiii. Safi'Ee Bin Madian xiv. Saidah Zawanah Binti Sulaiman xv. Salwani Binti Remli xvi. Sayed Ahmad Fauzi Bin Sayed Osman xvii. Shahidah Binti Mahbob xviii. Siti Nur Jihan Binti Rahmat xix. Tengku Zemy Azmira Bt. T Aziz xx. Umi Kalthum Binti Mohd Hanapi xxi. Ahmad Syaheer Bin Abd Ghafar xxii. Azni Syahirah Binti Azhari xxiii. Fitratul Novida Binti Dasrizal xxiv. Kamarulzaman Bin Abdullah xxv. Khairulannuar Bin Mat Tahir xxvi. Muhammad Asyraf Bin Rahman xxvii. Muhammad Irfan Bin Mazlan xxviii. Mohd Shahrin Bin Saat xxix. Mohd. Zulkifli Bin Nawawi xxx. Norzaily Binti Jasmi xxxi. Nur Fazira binti Alaluddin xxxii. Nuruddin Bin Razali xxxiii. Wan Aminur Rahman Wan Ahmad Lutfi
D. Finance Division Representative	i. Mohd Hafiz Bin Selaman @ Sulaiman ii. Khairul Anwar Bin Noh
E. Non-IT Equipment	Wan Surbani Bt. Wan Omar

\* PIC can select any four officers from Section A - C

Coordinator: IT Governance