



Guideline on Procurement of ICT Resources - DRAFT

IIUM ICT GUIDELINES

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

IIUM ICT Guidelines

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
Version 7.0	May 2024	4, 7	Amended Clause 2, 3.1, 7.1, Appendix A
Version 8.1	July 2024	9 & 10	Amended Appendix A
Version 8.2	September 2024	9	Amended Appendix A
Version 8.3	November 2024	8,9 & 10	Amended Appendix A
Version 8.4	June 2025	3,8,9 & 10	Term and Condition,Clause 3.1 ,Clause 3.2,Amended Appendix A

IIUM ICT Guidelines

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
Siti Zarina binti Muhamat	Endorsement by ITD Management	27/05/2024	28/05/2024
Siti Zarina binti Muhamat	Endorsement by ITD Management	25/07/2024	25/07/2024
Siti Zarina binti Muhamat	Endorsement by ITD Management	18/09/2024	24/09/2024
Syed Mohd Hazrul Bin Syed Salim	Endorsement by ITD Management	13/11/2024	13/11/2024
Syed Mohd Hazrul Bin Syed Salim	Endorsement by ITD Management	13/11/2024	13/11/2024
Syed Mohd Hazrul Bin Syed Salim	Submission to ITD Management	28/10/2025	

IIUM ICT Guidelines

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
CD/IO	Chief Digital/ Information Officer
ITD Management	CD/IO, Director, Senior Deputy Directors, Deputy Directors and Team Leaders
ICT Controlled Items	Items as listed in Guidelines on Procurement of ICT Resources
Cloud Computing	Technology that relies on computing resources such as servers, storage, databases, networks, and software that can be accessed via a network or the Internet.
Cloud Framework Agreement (CFA)	Cloud Framework Agreement (CFA) is a centralized panel contract for cloud computing services, signed between the Jabatan Digital Negara (JDN) and each appointed Cloud Service Provider (CSP) and Managed Service Provider (MSP). JDN acts as the administrator of the CFA contract.
Cloud Service Provider (CSP)	A provider of cloud computing services, whether local or foreign. The CSP is responsible for delivering cloud computing services such as storage, networking, servers, and so forth. CSPs must meet the certification and accreditation criteria outlined by the Department of Standards Malaysia (JSM).
Managed Service Provider (MSP)	A local company appointed by the CSP, responsible for providing management and technical support services for cloud computing services, in addition to the services delivered by the CSP.

3. GUIDELINES

- 3.1 Management System (ABMS) in compliance with **ISO 37001:2025** requirements to ensure transparency, integrity, and accountability in all processes. All processes, decisions, and activities under this guideline must uphold the principles of integrity, transparency, and accountability, and shall be free from any form of bribery or corruption.
- 3.2 This guideline shall be implemented in accordance with IIUM's ICT Security Procedure in compliance with **ISO/IEC** This guideline shall be implemented in accordance with IIUM's Anti-Bribery **M27001:2022** requirements to ensure confidentiality, availability and integrity in all processes. All processes, decisions, and activities under this policy/guideline must uphold the principles of confidentiality, availability and integrity as to protect the

IIUM ICT Guidelines

information data and assets.

3.3 List of ICT Controlled Items

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

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

3.3.2 Any items not listed under Section 3.3.1 above do not require technical recommendation from the Information Technology Division (ITD) and/or the relevant technical authority.

3.3.3 The procurement of the item listed in Section 3.3.1 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*'.

3.3.4 Procurement of non-ICT controlled items combined with ICT controlled items for special purposes (e.g. the scientific instrument hardware, radio broadcasting system, magnetic resonance imaging

IIUM ICT Guidelines

(MRI) equipment, military intelligence system and flight simulator) does not require ITD recommendation.

3.3.5 ICT projects that are implemented together with physical development projects must obtain technical approval from the Information Technology Division (ITD) and/or the relevant technical authority. However, for ICT projects funded under the Rancangan Malaysia (RMK) budget, the process of applying for technical approval shall be submitted to JTISA after the allocation has been approved.

3.3.6 The subscription of cloud computing services are subject to the followings:

3.3.6.1 The Cloud Service Provider (CSP)/vendor will be chosen from a list provided in the Cloud Framework Agreement (CFA).

3.3.6.2 A list of cloud services offered by CSP/MSP, encompassing IaaS, PaaS, SaaS, and other secure cloud services, can be found via the catalogue managed by Jabatan Digital Negara (JDN).

3.3.6.3 If IIUM Committee needs to get cloud services that are not listed in JDN's catalog, cannot be provided by the appointed CSP/MSP panel, or involve specific security or legal considerations, they must acquire these services using existing procurement methods. This requires obtaining an exemption approval from JDN for not using the Cloud Framework Agreement (CFA) by emailing to mygovcloud@jdn.gov.my.

3.4 Technical Specification Endorsement and Appointment of Technical Specification Committee

3.4.1 Technical Specification Endorsement and Appointment of the Technical Specification Committee for Tender Process

3.4.1.1 Technical Specification Committee shall be appointed by ITD Director in accordance with Guidelines on Technical Specification Committee as outlined in Appendix A.

3.4.1.2 The Technical Specification Committee Meeting shall be chaired by ITD Director or the appointed representative for the purpose of technical specification endorsement.

3.4.2 Technical Specification Endorsement and Appointment of the

IIUM ICT Guidelines

Technical Specification Committee for RFQ Process

3.4.2.1 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 do not meet the requirement, the proposed specification should be forwarded to the respective Deputy Director and ITD Director for recommendation.

3.4.2.2 The list of the standard specifications provided (but not limited to):

- Desktop/ personal computers
- Laptop /notebook
- Wireless access points
- Printers
- Refurbished switch

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

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

3.4.2.5 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 do not meet the requirement, the proposed specification will be tabled in the Technical Specification Committee Meeting.

3.4.2.6 All ICT equipment to be procured is recommended to be certified under recognized environmental standards such as Energy Star, Electronic Product Environmental Assessment Tool (EPEAT), TCO Certified, or other equivalent eco-labels.

IIUM ICT Guidelines

3.5 Appointment of Tender/Quotation Evaluation Committee

3.5.1 The appointment of Tender/Quotation Evaluation Committee shall follow the IIUM Manual of Purchasing Policies and Procedures.

3.5.2 Tender/Quotation Evaluation Committee for ICT Controlled Items shall be 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.

3.6 Tender/Quotation Evaluation

The tender/quotation evaluation process shall follow the IIUM Manual of Purchasing Policies and Procedures.

3.6.1 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 be subject to disciplinary actions and any other actions deemed necessary.

5. ENFORCEMENT

This guideline is applicable to all staff of the University and any infringement of the policy may be 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 IIUM ICT Policy
 - 7.1.2 ICT Regulations
 - 7.1.3 Information Management Policy
 - 7.1.4 IIUM ICT Security Procedure
 - 7.1.5 IIUM Anti-Bribery and Corruption Policy
 - 7.1.6 IT Infrastructure Library (ITIL)
 - 7.1.7 Control of Business IT (COBIT)
 - 7.1.8 IIUM Financial Policy and Procedure
 - 7.1.9 IIUM Purchasing Policy and Procedure
 - 7.1.10 Policy on Procurement of ICT Resources
 - 7.1.11 Policy on Computer and Printer Entitlement
 - 7.1.12 Surat Pekeliling Perbendaharaan 1PP PK1/2013 Perenggan 6 (x): Garis Panduan Mengenai Penyelarasan Penggunaan dan Perolehan Kemudahan dan Peralatan Teknologi Baru di agensi Kerajaan.
 - 7.1.13 PKPA Bil. 1 2021: Dasar Perkhidmatan Pengkomputeran Awan Sektor Awam
 - 7.1.14 SPA Bil. 2 2021 versi 2.0: Garis Panduan Pengurusan Keselamatan Maklumat Melalui Pengkomputeran Awan (Cloud Computing) Dalam Perkhidmatan Awam
 - 7.1.15 PK 2.6: Perolehan Perkhidmatan Pengkomputeran Awan (Cloud) Sektor Awam
 - 7.1.16 Surat Pekeliling Am Bilangan 7 Tahun 2024: Garis Panduan Permohonan Kelulusan Teknikal dan Pemantauan Projek Teknologi Maklumat dan Komunikasi (ICT) Sektor Awam.
 - 7.1.17 Related IIUM Policies

**TECHNICAL SPECIFICATION COMMITTEE, ITD REPRESENTATIVE FOR QUOTATION
EVALUATION EXERCISE & ITD QUOTATION EVALUATION COMMITTEE**

1. TECHNICAL SPECIFICATION COMMITTEE

Technical Specification Committee Members	
Chairman	Nurmaliza Jumaat
Members	i. Ahmad Naim bin Hamat ii. Abdul Naser bin Hj. Abdullah iii. Siti Zarina Binti Muhamat iv. Abu Hurairah Bin A. Manaf v. Hairul Laila Binti Din vi. Shahidah Binti Mahbob vii. 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 D. Cloud Computing Services E. Maintenance of ICT Controlled item F. Software renewal G. Application System Maintenance H. ICT Consulting Services (Outsourcing)	Person in Charge of the proposal/ procurement. (Grade 9 and above)	IT Resources Unit

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 D. Cloud Computing Services E. Maintenance of ICT Controlled item F. Software renewal G. Application System Maintenance H. ICT Consulting Services (Outsourcing)	Person in Charge of the proposal/ procurement. (Grade 9 and above)	IT Resources Unit

IIUM ICT Guidelines

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.

ITD REPRESENTATIVE FOR QUOTATION EVALUATION EXERCISE (PROCUREMENT)

ICT Controlled Items Category	ITD Gombak	SASMEC@IIUM, CFS, Kuantan Campus & Pagoh Campus
A. Computers & hardware related, smartboards & solutions, software and services, Cloud Computing Services, Maintenance of ICT-controlled items, Software renewal, Application System Maintenance, ICT Consulting Services (Outsourcing)	i. Muhamad Hairulnizam Bin Hasan ii. Noor Helmi Bin Mokhtar iii. Fitratul Novida Binti Dasrizal iv. Mohd. Zulkifli Bin Nawawi v. Muhammad Asyraf Bin Rahman vi. Muhammad Irfan Bin Mazlan vii. Muhammad Izzat bin Mohd Bahamam	i. Ahmad Fadhlan Bin Ahmad Shafiq (SASMEC@IIUM) ii. Umi Kalthum Binti Mohd Hanapi (Kuantan Campus) iii. Ahmad Syaheer Bin Abd Ghaffar (CFS) iv. Norzaily Binti Jasmi (Pagoh Campus) viii. Ahmad Naim bin Hamat (Pagoh Campus) ix. Muhammad Amiruddin Bin Razali (Pagoh Campus)
B. Networking Related Equipment/ Services	i. Muhammad Irfan Bin Mazlan ii. Muhammad Asyraf Bin Rahman iii. Noor Helmi Bin Mokhtar	i. Nik Rafiuddin Bin Nik Mohd Adib (SASMEC @IIUM) ii. Sayed Ahmad Fauzi Bin Sayed Osman (Kuantan Campus) iii. Ahmad Syaheer Bin Abd Ghaffar (CFS) iv. Norzaily Binti Jasmi (Pagoh Campus) v. Ahmad Naim bin Hamat (Pagoh Campus) vi. Muhammad Amiruddin Bin Razali (Pagoh Campus)

IIUM ICT Guidelines

C. Application Systems	i. Siti Nur Jihan Binti Rahmat ii. Mohd Shahrin Bin Saat iii. Salwani Binti Remli iv. Fitratul Novida Binti Dasrizal	i. Faizilah Binti Ab. Halim @ Awang (SASMEC @IIUM) ii. Hasmanizam Abdul Bin Majid (Kuantan Campus) iii. Nor Rohaida Binti Mohamed (CFS) iv. Norzaily Binti Jasmi (Pagoh Campus)
------------------------	---	--

ITD QUOTATION EVALUATION COMMITTEE (PROCUREMENT)*

ICT Controlled Items Category	ITD
A. Computers & hardware related, smartboards & solutions, software and services, Cloud Computing Services, Maintenance of ICT-controlled item, Software renewal, Application System Maintenance, ICT Consulting Services (Outsourcing) B. Networking Related Equipment/ Services C. Applications System	i. Abdul Naser Bin Hj. Abdullah ii. Ahmad Naim Bin Hamat iii. Abu Hurairah Bin A. Manaf iv. Hairul Laila Binti Din v. Siti Zarina Binti Muhamat vi. Syed Mohd Hazrul Bin Syed Salim vii. Hasmanizam Bin Abdul Majid viii. Mohd Khairul Sazaney Bin Abu Jaziz ix. Muhamad Hairulnizam Bin Hasan x. Noor Helmi Bin Mokhtar xi. Norrohaida Bt. Mohamed xii. Safi'Ee Bin Madian xiii. Salwani Binti Remli xiv. Sayed Ahmad Fauzi Bin Sayed Osman xv. Shahidah Binti Mahbob xvi. Siti Nur Jihan Binti Rahmat xvii. Tengku Zemy Azmira Bt. T Aziz xviii. Umi Kalthum Binti Mohd Hanapi xix. Ahmad Syaheer Bin Abd Ghafar xx. Azni Syahirah Binti Azhari xxi. Fitratul Novida Binti Dasrizal xxii. Kamarulzaman Bin Abdullah xxiii. Khairul Ikhwan bin Azham xxiv. Muhammad Amiruddin Bin Razali xxv. Muhammad Asyraf Bin Rahman xxvi. Muhammad Irfan Bin Mazlan xxvii. Muhammad Izzat bin Mohd Bahamam xxviii. Mohd Shahrin Bin Saat xxix. Mohd Mawardi Bin Kama Rudeen xxx. Mohd. Zulkifli Bin Nawawi xxxi. Norzaily Binti Jasmi xxxii. Nur Fazira binti Alaluddin xxxiii. Nuruddin Bin Razali xxxiv. Mohd Syafiq Asyraf Bin Samsudin xxxv. Nur Zulaikha Binti Lokman xxxvi. Nurul Adlina Sabudin
D. Finance Division Representative	Appointed Accountants from Finance Division
E. Non-IT Equipment	Administrative Officer, ITD

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

Coordinator: IT Resources