

Policy on Procurement of ICT Resources - DRAFT

IIUM ICT POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	2-APR-2012	8	Amended clause 3.3
		10	Include clause 7.0
		11	Include Appendix: ICT Control items
Version 2.0	10-AUG-2015	8-9	Amended clause 3.4
Version 3.0	2-AUG-2016	4 - 11	
Version 4.0	30-May-2017	4 - 11	Appendix A removed
Version 5.0	Oct 2019	4,5	Clause 1, 2,3.1, 3.2, 3.4
Version 6.0	10 March 2025	7	Item 3.4 Approving Authority
Version 7.0	TBD	4,6,7,8,10	Term and Definition, Item 3.4 Approving Authority, Related Policies/Standards/Procedures/Guidelines

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Jamaludin Said, ITD	Initial Draft	10/09/2008	-
Jamaludin Said, ITD	Reviewed by ICT Policy Review Committee Meeting No. 2/2008	18/09/2008	-
Jamaludin Said, ITD	Approved by ICT Council No. 1/2009	-	30/01/2009
Razsera Hassan Basri, ITD	Reviewed by ICT Policy Review Committee Meeting No. 1/2010	7/05/2010	
Razsera Hassan Basri, ITD	Reviewed by ICT Policy Review Committee Meeting No. 1/2011	24/03/2011	
Razsera Hassan Basri, ITD	Submission to the ICT Committee No 1/2012	14/04/2012	-
Nuraqmar Az Amirudin, ITD	Submission to the ICT Committee No 2/2012	-	31/07/2012
Mustakim Ahmad, ITD	Submission to the ICT Committee No. 2/2015	10/08/2015	10/08/2015
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 2/2016	26/07/2016	2/08/16
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 01/2017	26/05/17	30/05/2017
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 02/2019	16/12/2019	16/12/2019
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 01/2025	10/03/2025	11/03/2025
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 02/2025	TBD	TBD

SECTION 1: INTRODUCTION

1.1 OBJECTIVE

This policy aims to ensure that the procurement of ICT resources is done through good governance which will lead to good procurement practices amongst the users.

1.2 SCOPE

This policy applies to all staff engaged in the procurement of ICT controlled items, including but not limited to hardware, software, and related services. It governs all ICT procurement to ensure the process is conducted in a proper, transparent, and compliant manner in accordance with all relevant University regulations.

1.3 APPLICABILITY

This policy shall apply to all staff members of the University that are involved in the procurement of ICT resources.

1.4 TERMS AND DEFINITIONS

Term	Definition
CD/IO	Chief Digital / Information Officer
ICT	Information and Communication Technology
UNIVERSITY	International Islamic University Malaysia
ITD	Information Technology Division
ITD Management	CD/IO, Director, Senior Deputy Directors, Deputy Directors and Team Leaders
JPICT	Jawatankuasa Pemandu ICT. An ICT steering committee at the ministry
JTISA	Jawatankuasa Teknikal ICT Sektor Awam, which is the secretariat at Malaysian Administrative Modernisation and Management Planning Unit (MAMPU)
UTICTEC	The University Technical ICT Committee of the University

ICT Projects	The scope of the ICT projects/ICT Controlled Items procurement that require technical approval are as follows: (a) New Projects/ ICT Controlled Items procurement: ICT project that involves procurement of ICT equipment, software, application development and ICT services for the purpose of the ICT development within the agency. (b) ICT equipment that may include – all input/output devices, processing devices, computer peripherals, data storage, network equipment and multimedia devices such as video conferencing (not including spare-parts and consumable items). (c) Computer software that may include – application systems and software. Software includes operating systems, databases, commercial software and software that are used to develop application systems. Application systems are systems that are developed or off-the-shelf. (d) ICT Services – the services may include technical services procured from consultants, contractors and vendors. The services are as follows, but not limited to: A. Application development B. Internet service provision C. Software installation D. Network infrastructure E. Web hosting F. Data entry G. Data migration H. Data recovery I. Online subscription J. System upgrades: Upgrade of existing equipment, software, application systems, network bandwidth or ICT services. K. Cloud computing services L. Maintenance of ICT Controlled item M. Software renewal N. Application System Maintenance O. ICT Consulting Services (Outsourcing) (e) Procurement of new technology and equipment in the area of R&D (i.e. research projects etc.) shall be based upon the currently enforced circular, rules and regulations. Therefore, these procurements do not require technical approval from ITD, UTICTEC and JPICT.
ICT Controlled Items	All items listed in Item 3.1 in Guidelines on Procurement of ICT Resources

RFQ	Request for Quotation
Software	The scope of the software within the policy covers software that is used for administrative, teaching and learning purposes.

SECTION 2: POLICY STATEMENTS

- 2.1 ICT procurement shall be to all IIUM Manual of Financial Policies and Procedures and IIUM Policy on Procurement of ICT Resources.
- 2.2 Any procurement of ICT resources shall be in accordance with ministry's relevant circulars on obtaining technical approval for procurement of ICT resources.
- 2.3 This policy shall be implemented in compliance with the IIUM's Anti-Bribery Management System (ABMS) in accordance with **ISO 37001:2025** requirements, to ensure transparency, integrity, and accountability in all processes. All procurement activities shall reflect a commitment to fostering an anti-bribery culture, recognizing and managing conflicts of interest, and applying enhanced due diligence to third parties and sustainability-related aspects. Any actual or suspected bribery, corruption, or conflict of interest shall be reported through secure and protected channels, with whistle-blower protections in place.
- 2.4 This policy shall be implemented in accordance with IIUM's ICT Security Procedure in compliance with **ISO 27001:2022** 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 information data and assets.

SECTION 3: IMPLEMENTATION OF THE POLICY

3.1 ROLES AND RESPONSIBILITIES

- 3.1.1 All procurement of ICT Controlled Items at the purchase requisition stage shall require the recommendation from the ITD Director or his/her authorized representative(s).
- 3.1.2 Procurement of ICT non-controlled items at the purchase requisition stage shall be directly under the authority of the relevant administrative offices.
- 3.1.3 The approval of the procurement of ICT resources shall follow the IIUM Manual of Purchasing Policies and Procedures

3.2 VALUE THRESHOLD AND APPROVING AUTHORITY

- 3.2.1 The approving authority refers to the authorized personnel or body responsible for evaluating and granting approval for activities, expenditures, or decisions as defined in this policy. The level of approving authority is determined based on the policy's scope, the financial threshold, and the risk or impact associated with the activity.
- 3.2.2 Approving authority may vary in accordance with the amount further illustrated in **Appendix A**.

3.3 PROCUREMENT/ TENDER REQUIREMENT

- 3.3.1 Procurement processes shall refer to the IIUM Manual of Financial Policies and Procedures.
- 3.3.2 Procurement activities shall incorporate the requirement specified in the IIUM Integrity Pact.
- 3.3.3 Draft of RFQ/Tender document shall be officially vetted and approved by the appointed Specification Committee.
- 3.3.4 RFQ/Tender activities shall be managed by the administrative office that is authorized to manage the project procurement.
- 3.3.5 For RFQ (except for ICT Projects), the list of potential vendors shall be issued by the administrative office who shall extract the potential vendors from the IFIS.

3.4 PROCEDURE/GUIDELINES

The implementation and adherence to this policy shall be carried out in accordance with the procedures developed separately from this policy. These procedures provide detailed steps, tools and actions required to ensure compliance with the policy's directions and objectives.

3.5 COMPLIANCE AND ENFORCEMENT

3.5.1 The Director of the ITD holds the responsibility for the implementation of this policy and shall take necessary actions in the event of violation of this policy.

3.5.2 This policy is applicable to the University community and any infringement of the policy may be subject to disciplinary actions and any other actions deemed necessary.

SECTION 4: ADMINISTRATION OF THE POLICY

4.1 OWNERSHIP OF THE POLICY

The ITD is responsible for the formulation and maintenance of this policy

4.2 EFFECTIVE DATE

This policy will take effect upon approval by the ICT Committee.

4.3 APPROVAL AND AUTHORITY

The ICT Committee shall be approving for this policy and matters related thereto.

4.4 REVIEW AND REVISION PROCESS

This policy shall be reviewed from time to time to ensure its continued relevance and effectiveness, with reviews conducted at least annually or as circumstances require.

4.5 REFERENCES

- 4.5.1.IIUM ICT Policy
- 4.5.2.ICT Regulations
- 4.5.3. IIUM ICT Security Procedure
- 4.5.4. IIUM Anti-Bribery and Corruption Policy
- 4.5.2. IIUM Manual of Financial Policies and Procedures
- 4.5.3. Policy for Management of ICT Projects
- 4.5.4. Guidelines on Procurement of ICT Resources
- 4.5.5. IIUM Purchasing Policies
- 4.5.6. IIUM Code of Business Ethics
- 4.5.5 *Pekeliling PK 2.6: Perolehan Perkhidmatan Pengkomputeran Awan (Cloud) Sektor Awam* (and any subsequent amendments)
- 4.5.6 Arahan Keselamatan Kerajaan (including *Garis Panduan Keselamatan Siber Sektor Awam* by CGSO)
- 4.5.7 Relevant circulars and guidelines from the *Jabatan Digital Negara (JDN)* pertaining to ICT and cloud adoption.
- 4.5.8 *Pekeliling AM Bilangan 7 Tahun 2024: Garis Panduan Permohonan Kelulusan Teknikal dan Pemantauan Projek Teknologi Maklumat dan Komunikasi (ICT) Sektor Awam* (and any subsequent amendments)

APPENDIX A

No	PROJECT/ ICT CONTROLLED ITEMS		APPROVING AUTHORITY			
	PROJECT/ ICT CONTROLLED ITEMS SCOPE	AMOUNT (RM) M (MILLION) K (THOUSAND)	ITD DIRECTOR	UTICTEC	JPICT MOHE	JTISA
1	System Development	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K to < 5M	√	√	√	
		≥ 5M	√	√	√	√
2	Hardware/ Software/ Network & Network Equipment/ Services	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K to <10M	√	√	√	
		≥ 10M	√	√	√	√
3	Combination of Hardware and/or Software and/or Network & Network Equipment and/or Services	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K to <10M	√	√	√	-
		≥ 10M	√	√	√	√
4	Combination of System Development and/or Hardware and/or Software and/or Network & Network Equipment and/or Services	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K to <5M	√	√	√	-
		≥ 5M	√	√	√	√

5	ICT Hardware Rental Services	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K	√	√	√	-
6	ICT Hardware Maintenance, Software License Renewal & Application System Maintenance	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K	√	√	√	-
7	ICT Consulting Services (Outsourcing)	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K	√	√	√	-
8	Extension of subscription services (information/data/cloud computing license) with the same provider without changes to the original scope (in the same contract)	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K	√	√	√	-
9	Capacity increase of cloud computing services from an existing Cloud Service Provider (CSP) based on the Cloud Framework Agreement (CFA)	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K	√	√	√	-
10	Implementation of Request for Proposal (RFP) to obtain technical proposals and project cost estimates	< 50K	√	-	-	-
		≥ 50K to < 200K	√	√	-	-
		≥ 200K	√	√	√	-