



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونِيسَيْتِي إِسْلَامٌ، إِنْتَارَا بَعْشِيَا مَلَيْسِيَا

*Garden of Knowledge and Virtue*

# **Policy on Technical Approval for the Procurement of ICT Resources**

International Islamic University  
Malaysia (IIUM)

**Document Change Log**

<b>Version</b>	<b>Revision</b>	<b>Date</b>	<b>Pages Affected</b>	<b>Remarks/Change Reference</b>
Version 01	00	2-APR-2012	8	Amended clause 3.3
			10	Include clause 7.0
			11	Include Appendix: ICT Control items
Version 02	00	10-AUG-2015	8-9	Amended clause 3.4
Version 03	00	2-AUG-2016	4 - 11	
Version 04	00	30-May-2017	4 - 11	Appendix A removed
Version 05	00	Oct 2019	4,5	Clause 1, 2,3.1, 3.2, 3.4
Version 06	00	10 March 2025	7	Clause 3.4 Approving Authority
Version 07	00	14 April 2026	3-8	Structural amendments and provision renumbering to introduce new clauses on Term and Definition, Procurement Threshold and Approving Authority, Related Policies / Standards / Procedures / Guidelines

**Responsibility and Activity Log**

<b>Requestor</b>	<b>Description</b>	<b>Submission Date</b>	<b>Approval Date</b>
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
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Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 01/2025	10/03/2025	11/03/2025
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## **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 of the University that are involved in the procurement of ICT resources.

### **1.4 Terms and Definitions**

<b>Term</b>	<b>Definition</b>
<b>CDO</b>	Chief Digital Officer
<b>ICT</b>	Information and Communication Technology
<b>ICT Controlled Item</b>	Essential digital assets (hardware, software, data and services) whose management, procurement, licensing, and usage are centrally governed to protect against risks, ensure compliance, and maintain system integrity within University
<b>ITD</b>	Information Technology Division
<b>ITD Management</b>	CDO, Director, Senior Deputy Directors, Deputy Directors and Team Leaders
<b>JPICT</b>	Jawatankuasa Pemandu ICT, an ICT steering committee at the Ministry Of Higher Education (MoHE)
<b>JTISA</b>	Jawatankuasa Teknikal ICT Sektor Awam, a secretariat at Jabatan Digital Negara (JDN), Ministry of Digital
<b>RFQ</b>	Request for Quotation
<b>Software</b>	Software that is used for administrative, teaching and learning purposes.
<b>Technical Specification Committee</b>	A committee appointed by ITD Director to endorse the specification for all tender and RFQ process for ICT projects/ICT Controlled Items
<b>UTICTEC</b>	The University Technical ICT Committee of the University
<b>University</b>	International Islamic University Malaysia

## SECTION 2: POLICY STATEMENTS

- 2.1 All ICT procurements shall comply with the IIUM Manual of Financial Policies and Procedures, Manual of Purchasing Policies and Procedures and this policy.
- 2.2 Any procurement of ICT resources shall be in accordance with the relevant Government 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 ICT Security Policy in compliance with **ISO/IEC 27001:2022** requirements to ensure confidentiality, availability and integrity in all processes. All processes, decisions, and activities under this policy must uphold the principles of confidentiality, availability and integrity as to protect the information and assets.
- 2.5 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 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 that may include technical services procured from consultants, contractors and vendors.

- 2.6 Procurement of new technology and equipment in the area of research and development (i.e. research projects etc.) shall be based on the currently enforced circular, rules and regulations. These procurements do not require technical approval from ITD, UTICTEC and JPICT.

### **SECTION 3: IMPLEMENTATION OF THE POLICY**

#### **3.1 Roles and Responsibilities**

- 3.1.1 Procurement of ICT Controlled Items at the purchase requisition stage shall require recommendation from the ITD Director or his/her authorised 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.

#### **3.2 Value Threshold and Approving Authority**

- 3.2.1 Any procurement of ICT Controlled Items shall be approved by the approving authority based on the specified value threshold.
- 3.2.2 The approving authority refers to the authorised personnel or body responsible for evaluating and granting approval for activities, expenditures, or decisions as prescribed in this policy. The relevant approving authority is determined based on the scope, financial threshold, and the risk or impact associated with the ICT projects/ICT Controlled Items.
- 3.2.3 In determining the approving authority referred to in subclause 3.2.2, reference shall be made to **Appendix A**.

#### **3.3 Procurement and Tender Requirement**

- 3.3.1 Procurement processes shall refer to the IIUM Manual of Financial Policies and Procedures and Manual of Purchasing Policies and Procedures.
- 3.3.2 Procurement activities shall incorporate the requirements specified in the IIUM Integrity Pact.
- 3.3.3 Draft of RFQ/Tender document shall be officially vetted and approved by the Technical Specification Committee appointed by ITD Director which shall be further specified in the guideline.
- 3.3.4 RFQ/Tender activities shall be managed by the administrative office that is authorised 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 Finance Division.

### **3.4 Procedures/Guidelines**

The implementation and adherence to this policy shall be carried out in accordance with the procedures/guidelines developed separately from this policy. These procedures/guidelines 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/or 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 authority 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. IIUM ICT Regulations
- 4.5.3. IIUM ICT Security Policy
- 4.5.4. IIUM Anti-Bribery and Corruption Policy
- 4.5.2. IIUM Manual of Financial Policies and Procedures
- 4.5.3. IIUM Policy for Management of ICT Projects
- 4.5.4. Guidelines on Procurement of ICT Resources
- 4.5.5. IIUM Manual of Purchasing Policies and Procedures.
- 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)

Title of Policy : Policy on Technical Approval for the Procurement of ICT Resources  
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## APENDIX A

No	PROJECT/ ICT CONTROLLED ITEMS	AMOUNT (RM)	APPROVING AUTHORITY			
		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 Service	< 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	√	√	√	-

