# Quality **Procedure**

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**Online copy of this documented information is the latest**

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**Purpose**

This procedure establishes a structured and controlled process for the selection and registration of new suppliers and contractors at branch level in accordance with the approved procurement procedures.

This procedure applies to the selection and registration of new suppliers and contractors providing goods, services or works to Pustaka Negeri Sarawak Sibu before procurement. Supplier selection shall be carried out in accordance with the approved procurement procedures, while supplier performance re-evaluation after the completion of works or services shall be conducted in accordance with QP-CM-SB-12.

**Scope**

This procedure applies to the selection and registration of new suppliers and contractors for procurement activities undertaken by Pustaka Negeri Sarawak Sibu. Supplier selection shall be carried out in accordance with the approved procurement procedures for Direct Purchase, Quotation, Tender, Waiver of Quotation/Tender and Common Items. Supplier performance re-evaluation after completion of works or services is excluded from this procedure and shall be conducted in accordance with QP-CM-SB-12.

## Process Details

### 1.0 Selection of New Supplier/Contractor of goods/services

1.1 Upon receipt of a request to procure goods or services, the Assistant Accountant (AA) shall determine the appropriate procurement method in accordance with QP-CM-SB-01 and the applicable financial thresholds.

1.1.1 The selection of new Supplier/Contractor shall be done based on the contract value, contract term and procedures stipulated in Green Book – *Tatacara Perolehan Badan Berkanun Negeri Sarawak.*

1.1.2 Amount above RM 20,000.00 to RM 500,000.00 by way of Quotation. Evaluation by *Jawatankuasa Penilaian Sebut harga/Tender.*

1.1.3 Amount above RM 500,000.00 to RM 50 million by way of Tender, Evaluation by *Jawatankuasa Penilaian Sebut harga/Tender.*

(Tatacara Perolehan Badan-badan Berkanun Negeri Sarawak)

1.1.4 Any amount by approval of *Jawatankuasa Perolehan Terus* for Common Items

**2.0 Quotation (Maintain by Finance Headquarters)**

2.1 After the Jawatankuasa Pembukaan Sebut harga/Tender has met, the Jawatankuasa Penilaian Sebut harga/Tender meeting shall be held to evaluate the Quotation based on the evaluation report or by interviewing the bidders and make recommendations based on the evaluation result.

2.2 The Superintending Officer in charge of the activity concerned shall evaluate the quotations received by filling in the *Penilaian Sebut harga/Tender* form as follows:

2.2.1 Project Title

2.2.2 General Information

2.2.3 Financial Information

2.2.4 Summary Scope of Supplies/Services/Works

2.2.5 Quotation Submission

2.2.6 Evaluation by *Jawatankuasa Penilaian Sebut harga*

2.2.7 Approval of Recommendation by Head of Statutory

Body/Authorized Officer

2.2.8 Tenderer's Particulars

2.2.9 Supplier's/Contractor's Past Experience/Completed Projects (Past 2 Years)

2.2.10 Supplier's/Contractor's Present/Current Commitments/Ongoing Projects

2.2.11 List of Plants and Equipment

2.2.12 List of Technical Staff

2.2.13 Schedule of Rates

2.2.14 Summary of Quotation

2.3 The above evaluation shall be tabled to *Jawatankuasa Pengurusan Sebut harga*

**3.0 Tender (Maintain by Finance Headquarters)**

3.1 After the *Jawatankuasa Pembukaan Sebut harga/Tender* has met, the *Jawatankuasa Penilaian Sebut harga Dan Tender* shall be held and the *Jawatankuasa* shall evaluate the Tender based on the evaluation report or by interviewing the participant and make recommendation based on the evaluation result.

3.2 The Superintending Officer in charge of the activity concerned will evaluate the tender received by filling in the *Penilaian Sebut harga/Tender* form as follows:

3.2.1 Project Title

3.2.2 General Information

3.2.3 Financial Information

3.2.4 Summary Scope of Supplies/Services/Works

3.2.5 Tender Submission

3.2.6 Evaluation by Consultant (if any)

3.2.7 Evaluation by *Jawatankuasa Penilaian Tender*

3.2.8 Approval of Recommendation by Head of Statutory Body/Authorised Officer

3.2.9 Tenderer's Particulars

3.2.10 Supplier's/Contractor's Past Experience/Completed Projects (PastYears)

3.2.11 Supplier's/Contractor's Present/Current Commitments/Ongoing Projects

3.2.12 List of Plants and Equipment

3.2.13 List of Technical Staff

3.2.14 Schedule of Rates

3.2.15 Summary of Tender

3.3 The above evaluation shall be tabled to Tender, Finance and Investment Committee

**4.0 Waiver of Procedure of Quotation/Tender – Seek approval from State Financial Secretary if the purchases are by other procurement methods (Bab 4 – *Tatacara Perolehan Badan-badan Berkanun Negeri Sarawak*) (Maintain by Finance Headquarters)**

4.1 The RO shall prepare and fill in the Lampiran A32 & Lampiran A and every application for Waiver of Procedure of Quotation/Tender shall be evaluated and approved by the *Jawatankuasa Penilaian Cadangan Teknikal dan Kewangan* before submitting to the State Finance Secretary for consideration and approval

4.2 AA shall prepare a cover letter which is to be signed by the CEO and send the Lampiran A32 – *Permohonan Untuk Pengecualian Prosedur Sebut harga/Tender* form to the State Financial Secretary Office for approval.

**5.0 Common Items**

5.1 The RO shall raise the *Borang Permohonan Perolehan Terus*

(Common Items) and if the acquisition for supplies/ services is listed under Common Items, the application approval shall be from the *Jawatankuasa Perolehan Terus* (JPT).

The AA shall identify the request based on the Common Items stated in Surat Pekeliling Setiausaha Kewangan Negeri Bil.02/2019 dated 28th August 2019 or any latest version of the circular.

5.2 The JPT shall evaluate the Common Items application and make recommendations.

5.2.1 Consideration of Common Items for Supplies/Services:

- *Anggaran Harga/Kos*
- *Skop perkhidmatan/bekalan*
- *Justifikasi Perkhidmatan/Bekalan diperlukan*
- *Peruntukan/Implikasi Kewangan*
- *Maklumat dan harga tawaran pembekal/kontraktor/penyedia Perkhidmatan*
- *Keputusan JPT*

**6.0 Registration of the New Suppliers / Contractors:**

6.1 Upon receipt of the request from the Requesting Officer (DARES), the Assistant Accountant shall verify the supplier information in the e-FAS system to determine whether the supplier is an existing or a new supplier.

6.2 If the supplier is identified as a new supplier, the Assistant Accountant shall register the supplier / contractor in e-FAS with the following details:

- Supplier Code
- Supplier Name
- Payee Name

- Main Address
- Main Office Phone
- Supplier Category
- Account Number
- Email address for receiving payment notification

## 7.0 Retention of Documented Information

7.1 The Assistant Accountant shall retain the following documented information according to the procurement method:

7.1.1 Evaluation reports for quotation/tender/waiver of Procedure

7.1.2 Quotation/Tender/13 Common Items at the Finance Unit

7.1.3 Letter of Approval of Waiver of Procedure of Quotation/Tender at theFinance Unit.

7.1.4 Extract of minutes of meeting for JPT approving the *Perolehan Terus* atthe Finance Unit.

7.2 Documented information shall be retained in accordance with Treasury Instruction 203 under section 150 (a)(i)/150(b) *Tempoh Minimum Bagi Menyimpan Rekod Kewangan Dan Perakaunan* (Lampiran M) and the applicable records retention schedule.

## 8.0 Disposal of Documented Information

8.1 When the documented information has reached its retention period, the AA shall seek the advice of the Departmental Record Officer for the disposal of the documented information