Quality **Procedure**

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Purpose

This procedure establishes and maintains documented processes to ensure procurement conforms to specified requirements.

Scope

This procedure applies to procurement process for Pustaka Negeri Sarawak.

Process

1.0 Received Request for Purchase of Goods and Services

1.1 After received request for purchase of goods and services submitted by hand/email/fax by the Requesting Officer (RO), the Accountant/AA shall immediately determine the classification of the procurement request:

1.1.1. Direct Purchase

- Any amount up to RM20,000.00 approval by the Chief Executive Officer.

1.1.2. Quotation

- Above RM20,000.00 and up to RM200,000.00, approval by *Jawatankuasa Pengurusan Sebut harga*.

1.1.3. Tender

- Above RM200,000.00 up to RM 50 million, approval by the Tender, Finance, and Investment Committee (TFIC) and endorsement by the Board.
- Above RM50 million – requires approval from the State Financial Secretary (SFS).

1.1.4. Wavier of Quotation/Tender Procedure

- Seek approval from the SFS if the purchases are by other procurement methods (*Bab 4 – Tatacara Perolehan Badan-badan Berkanun Negeri Sarawak*).

1.1.5. *Perolehan Terus* (Common Items)

- Seek approval from *Jawatankuasa Perolehan Terus* if the purchases are listed under Common Items for suppliers/services as stated in *Surat Pekeliling Setiausaha Kewangan Negeri Bil.02/2019 dated 28th August 2019* or any latest version of the circular.

1.1.6. Other relevant Financial Circulars and Regulations

- Seek approval from any relevant committees imposed by the SFS from time to time.

2.0 Direct Purchase

2.1 Whenever completing the *Borang Permintaan Pembelian/Perkhidmatan* the RO shall furnish the following particulars:

a. *Tarikh*
b. *Bahagian*
c. *Perkara*
d. *Bilangan*
e. *Harga Seunit*
f. *Amaun*
g. *Catatan (Jika ada)*
h. *Jumlah*
i. *Cadangan Pembekal/Kontraktor*
j. *No. Telefon Pembekal/Kontraktor*
k. *Tujuan dan sebab pembelian/perkhidmatan di atas*
l. *Nama dan tandatangan*
m. *Caj akaun*

2.2 As soon as *Borang Permintaan Pembelian/Perkhidmatan* has been endorsed by the authorized officer(s), the form shall be submitted to AA for registration into the accounting systems immediately.

2.3 After the Accountant or AA receives the form, they shall immediately fill in the balance of the allocation according to the charge account stated in *m*

2.3.1 For Miri and Sibu, AA shall receive the duly endorsed form by the authorized officer(s) and shall fill in the balance of the allocation according to the charge account stated in 2.1.13 and the details shall be posted in the system.

2.4 As soon as the form is in order, the AA shall immediately obtain approval based on the following:

a) Up to RM5,000.00 - Sector Head/Regional Manager/authorized officer.
b) Above RM5,000.00 and up to RM10,000.00 - Deputy Chief Executive Officer (DCEO).
c) RM20,000.00 and below - Chief Executive Officer (CEO).

3.0 Quotation

3.1 Whenever the procurement unit receives the request(s) to purchase any goods and services above RM20,000.00 and up to RM200,000.00, the Accountant shall prepare the quotation documents as follows within 3 working days:

a. Instruction to Tenderer
b. Form of Quotation/Tender
c. Schedule of Rate (if applicable)
d. Form of Agreement
e. Sample of Bank Guarantee form for Performance Bond (Supplies/Services)
f. General Conditions of Contract/Term Contract
g. Addendum to General Conditions of Contract (if applicable)
h. Specifications
i. Maklumat Latarbelakang, Teknikal dan Kewangan Petender (Lampiran A19)

3.2 After quotation documents have been prepared, the Accountant shall immediately prepare the Notice of Quotation (Kenyataan Sebut harga) which shall include the following:

a. Quotation Number
b. Quotation Title
c. Registration (Category, Head & Sub-head on UPKJ Registration)
d. Document Fee
e. Type of Quotation
f. Closing Time and Date
g. Address to send the Quotation

3.2.1 The notice of quotation shall be published on Pustaka's website and send to Pustaka's suppliers/contractors by mail/email within 5 working days.

3.3 After the AA receives the document fee, the Quotation document shall immediately be issued to the intended Tenderer that participates in the Quotation together with *Borang Penerimaan Bayaran untuk Yuran Dokumen Sebut harga/Tender*.

3.4 Upon receiving the completed Quotation document by hand from the intended tenderer, the Registry staff shall do the following:

a. Stamp receiving date.
b. Drop the document in the tender box.

3.4.1 Quotation document submitted after closing time and date shall be rejected.

3.4.2 The sealed cost estimation shall be deposited into the tender box before the closing date/time.

3.5 Based on the following inputs, The *Jawatankuasa Pembukaan Sebut harga/Tender* meeting shall be held on the same day of the closing date by completing the *Jadual Sebut harga/Tender* form as follows:

a. *Tajuk Sebut harga/Tender*
b. *No. Sebut harga/Tender*
c. *Jenis Sebut harga/Tender*
d. *Tarikh tutup*
e. *Jumlah Petender yang telah mengambil dokumen Sebut harga/Tender*
f. *Bilangan*
g. *Pendaftaran (Kod Bidang)*
h. *Harga yang ditawarkan (RM)*
i. *Ulasan (jika ada)*
j. The *Jadual Sebut harga/Tender* Form will be signed by the *Jawatankuasa Pembukaan Sebut harga/Tender* present in the meeting.

3.6 After the *Jawatankuasa Pembukaan* has met, the *Jawatankuasa Penilaian Sebut harga/Tender* meeting shall be held after evaluation report is done within 14 days and the *Jawatankuasa* shall evaluate the Quotation based on the evaluation report or by interviewing the bidders and make recommendations based on the evaluation result.

3.6.1 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:

a. Project Title
b. General Information
c. Financial Information
d. Summary Scope of Supplies/Services/Works
e. Quotation Submission
f. Evaluation by *Jawatankuasa Penilaian Sebut harga*
g. Approval of Recommendation by Head of Statutory Body/Authorised Officer
h. Tenderer's Particulars
i. Supplier's/Contractor's Past Experience/Completed Projects (Past 2 Years)
j. Supplier's/Contractor's Present/Current Commitments/Ongoing Projects

k. List of Plants and Equipment
l. List of Technical Staff
m. Schedule of Rates
n. Summary of Quotation

3.7 After the above evaluation, the Jawatankuasa shall make recommendation and shall table it to the *Jawatankuasa Pengurusan Sebut harga within 7 working days.*

3.8 After receiving approval for the above recommendation from the *Jawatankuasa Pengurusan Sebut harga*, the Accountant shall prepare and send the Letter of Acceptance to the successful tenderer by mail or by hand or e-mail within 7 working days.

3.8.1 The Accountant shall prepare the contract agreement and to be signed by both parties once the tender has been awarded.

i.e. Pustaka and the awarded tenderer

3.9 After para3.8 is completed, the AA shall immediately notify the Superintending Officer or his/her officer to fill in the *Borang Permintaan Pembelian/Perkhidmatan* as in 2.

4.0 Tender

4.1 Whenever the procurement unit received request(s) to purchase any goods and services above RM200,000.00 the Accountant shall prepare the quotation documents as follows:

a. Instruction to Tenderer
b. Form of Quotation/Tender
c. Schedule of Rate (if applicable)
d. Form of Agreement
e. Sample of Bank Guarantee Form for Performance Bond(Supplies/Services)
f. General Conditions of Contractors/Term Contract
g. Addendum to General Conditions of Contract (if applicable)
h. Specifications
i. Maklumat Latarbelakang, Teknikal dan Kewangan Petender (LampiranA19)

4.2 After tender documents has been prepared, the Accountant shall immediately prepare the Notice of Tender (Kenyataan Tender) which shall include the following:

a. Tender Number
b. Tender Title

c. Registration (Category, Head & Sub-head on UPKJ Registration)
d. Document Fee
e. Type of Tender
f. Closing Time and Date
g. Address to send the tender

4.3 After the document fee is received by the AA, the tender document shall immediately be issued to the intended Tenderer that had participated together with *Borang Penerimaan Bayaran untuk Yuran Dokumen Sebut harga/ Tender*.

4.4 Upon receiving the completed Tender document by hand from the tender participants and the Registry staff shall immediately do the following:

a. Stamp date received
b. Drop the document in the tender box

4.4.1 Tender documents submitted after the closing time and date shall be rejected.

4.4.2 The sealed cost estimation to be deposited into the tender box before the closing date/ time.

4.5 Based on the following inputs, The *Jawatankuasa Pembukaan Sebut harga/Tender* meeting shall be held on the same day of the closing date by completing the *Jadual Sebut harga/Tender* form as follows:

a. *Tajuk Sebut harga/Tender*
b. *No. Sebut harga/Tender*
c. *Jenis Sebut harga/Tender*
d. *Tarikh Tutup*
e. *Jumlah Petender yang telah mengambil Dokumen Sebut harga/Tender*
f. *Bilangan*
g. *Nama Petender*
h. *Pendaftaran (Kod Bidang)*
i. *Harga yang ditawarkan (RM)*
j. *Ulasan (jika ada)*
k. The *Jadual Sebut harga/Tender* Form will be signed by the *Jawatankuasa Pembukaan Sebut harga/Tender* present in the meeting

4.6 After the *Jawatankuasa Pembukaan* has met, the *Jawatankuasa Penilaian Sebut harga/Tender* meeting shall be held after evaluation report is done within 45 days and the *Jawatankuasa* shall evaluate the Quotation based on the evaluation report orbyinterviewing the bidders and make recommendations based on the evaluation result.

4.6.1 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:

a. Project Title
b. General Information
c. Financial Information
d. Summary Scope of Supplies/Services/Works
e. Tender Submission
f. Evaluation by Consultant (if any)
g. Evaluation by *Jawatankuasa Penilaian Tender*
h. Approval of Recommendation by Head of Statutory Body/Authorised Officer
i. Tenderer's Particulars
j. Supplier's/Contractor's Past Experience/Completed Projects (Past 3 Years)
k. Supplier's/Contractor's Present/Current Commitments/Ongoing Projects
l. List of Plants and Equipment
m. List of Technical Staff
n. Schedule of Rates
o. Summary of Tender

4.7 After the above evaluation, the Jawatankuasa shall make a recommendation and shall table it to TFIC*.*

4.8 After receiving approval for the above recommendation from TFIC, the accountant shall prepare and send the Letter of Acceptance to the successful tenderer by mail or by hand or e-mail.

4.8.1 Accountant shall prepare the contract agreement and to be signed by both parties once the tender has been awarded.

i.e. Pustaka and the successful tenderer will sign the agreement once the tender has been awarded.

4.9 After para 4.8 is completed, the AA shall immediately notify the Superintending Officer or his/her officer to fill in the *Borang Permintaan Pembelian/Perkhidmatan* as in 2.

4.9.1 For the purchase of physical books refer to QP-TS-01 Acquisition of Library Materials.

4.9.2 For purchase of assets, refer to the Asset Management Unit workflow and to fill out the required form – *Borang Permohonan Pembelian Aset Alih Pustaka Negeri Sarawak, Semakan 4, Tarikh kuatkuasa 01 Januari 2022 what QP if any*

5.0 Waiver of Procedure of Quotation/Tender - Seek approval from State Financial Secretary if the purchases are done by other procurement methods (*Bab 4 – TatacaraPerolehan Badan-badan Berkanun Negeri Sarawak*).

5.1 Whenever the procurement unit received request(s) to purchase any goods and services by way of waiver of procedure of quotation/tender, the RO shall prepare and fill in the *Lampiran A32* & *Lampiran A – Permohonan UntukPengecualian Prosedur Sebut harga/Tender* specified by State Financial Secretary (SFS) as follows:

a. *Nama Badan Berkanun*
b. *Latarbelakang Bekalan / Perkhidmatan / Kerja*
c. *Skop dan Maklumat Am Bekalan / Perkhidmatan / Kerja*
d. *Justifikasi Permohonan*
e. *Maklumat Nama dan Tawaran Syarikat / Firma*
f. *Maklumat Kewangan*
g. *Senarai Dokumen Sokongan*
h. *Perakuan Jawatankuasa Pengecualian Sebut harga / Tender*
i. *Perakuan Ketua Badan Berkanun / Pegawai yang diberi kuasa*
j. *Maklumat Terperinci Syarikat / Firma yang dicadangkan*

5.2 After the *Jawatankuasa Pengecualian Sebut harga/tender* has evaluate and approve, the application shall be submitted to the State Finance Secretary for consideration and approval.

5.2.1 The 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 SFS Office for approval.

5.2.2 The RO and Accountant shall receive notification by letter from SFS office on the application of the Waiver of Procedure of Quotation/Tender.

5.2.3 If the application is not approved by SFS, Accountant shall advice the respective RO to abide by the normal procedure for Quotation or Tendering.

5.2.4 If the application is approved, AA shall notify the RO to fill in the *Borang PermintaanPembelian/Perkhidmatan* as per 2.1.

6.0 Common Items for Supplies/Services

6.1 Upon receipt of Borang Permohonan Perolehan Terus (Common Items) and complete the following particulars:

a. *Sektor/Bahagian*
b. *Latarbelakang Bekalan/Perkhidmatan/Kerja*
c. *Skop dan Maklumat Am Bekalan/Perkhidmatan/Kerja*
d. *Justifikasi Permohonan*
e. *Maklumat Nama dan Tawaran Syarikat/Firma*
f. *Maklumat Kewangan*
g. *Maklumat Terperinci Syarikat/Firma yang dicadangkan*

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

6.1.2 The Accountant 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.

6.2 Based on the following input, the JPT shall evaluate the quotation and make recommendation.

6.2.1 Consideration of Common Items for Supplies/Services:

a. *Anggaran Harga/Kos*
b. *Skop perkhidmatan/bekalan*
c. *Justifikasi Perkhidmatan/Bekalan diperlukan*
d. *Peruntukan/Implikasi Kewangan*
e. *Maklumat dan harga tawaran pembekal/kontraktor/penyedia perkhidmatan*
f. *Keputusan JPT*

6.3 After the application has been approved by the committee, the AA shall prepare a copy of JPT's extract of minutes of meeting and must be attached together with the payment voucher for Common Items for Supplies/Services.

6.3.1 The Accountant shall prepare the report for all the Common Items for Supplies/Services and to be submitted to SFS every year before 15th January of the subsequent year.

7.0 Issuance of Service Order/Purchase Order (SO/PO) *(Pesanan Barangan/Perkhidmatan)*

7.1 Upon receiving of the approved *Borang Permintaan Pembelian/Perkhidmatan*, the AA shall prepare Service Order/Purchase Order (SO/PO) (*Pesanan Barangan/Perkhidmatan*) based on the information stated in the approved *Borang Permintaan Pembelian/Perkhidmatan* within 5 workingdays.

7.1.1 The AA or any designated officer shall sign the SO/PO which is RM50,000.00 and below. CEO to sign SO/PO which is above RM50,000.00.

7.2 After approval of the SO/PO, the AA shall send the notification to the RO/Superintending Officer via email.

7.2.1 The AA shall file the SO/PO into respective file within 5 working days.

7.2.2 The RO/Superintending Officer shall give the supplier/contractor the Customer Copy ofSO/PO by hand.

8.0 Verification of Goods or Services

8.1 After the RO has verified the goods or services received, they shall immediately sign on the invoice/bill/debitnote/pro-forma invoice to make sure that the goods or services received/rendered are in accordance with the SO/PO or as stated in the specification of the contract agreement.

8.1.1 If the goods or services are not in accordance with the SO/PO or as stated in the specification of the contract agreement, the RO shall reject and notify the supplier/contractor.

8.1.2 The RO shall then request for the goods to be re-supplied or the services to be re-rendered.

8.2 Upon verification of the SO/PO, the AA shall proceed with the respective payment within 13 working days and shall notify the supplier/RO via email notification not later than 3 working days.

9.0 Documented Information Maintained

9.1 As soon as all the above process is completed, the AA shall keep all the documented information related to these proceduresaccording to the followings:

a. Payment voucher at the Finance Unit
b. Contract agreement for quotation/tender/waiver of Procedure of Quotation/Tender/12 Common Items at the Finance Unit
c. Notice of quotation/tender at the Finance Unit
d. Letter of Approval of Waiver of Procedure of Quotation/Tender at the Finance Unit.
e. Extract of minutes of meeting for JPT approving the *Perolehan Terus* at the Finance Unit.

10.0 Retention of Documented Information

10.1 The AA/Accountant shall keep all the documented information related to these procedures at the Finance Unit.

10.2 All documented information generated as a result of the management of change shall be retained for a period as stated in the *Lampiran M*, Treasury Instruction.

11.0 Disposal of Documented Information

11.1 Documented information generated as a result of the management of change shall be disposed in accordance to records management practices of Pustaka Negeri Sarawak.

Annexes

Requisition Form (Borang PermintaanPembelian/Perkhidmatan)