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Quality **Procedure**

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Purpose

This procedure ensures that suppliers and contractors providing goods, services, or works that impact Pustaka Negeri Sarawak's operations are effectively evaluated and selected before acquisition

Scope

This procedure covers potential Suppliers/Contractors who will supply goods/services to Pustaka on regular basis (at least monthly basis).

Process

1.0 Selection of New Supplier/Contractor of goods/services

1.1 Upon request to procure the goods/services from new supplier/contractor the accountant shall immediately determine the method of procurement. Example, acquisition for maintenance of landscape amounting to RM35,000.00. The procurement process is referred to QP-FIN-01 – Purchasing Control.

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 RM20,000.00 to RM200,000.00 by way of Quotation. Evaluation by *Jawatankuasa Penilaian Sebut harga/Tender*.

1.1.3 Amount above RM200,000.00 to RM 50million by way of Tender, Evaluation by *Jawatankuasa Penilaian Sebut harga/Tender.*
(Tatacara Perolehan Badan-badan Berkanun Negeri Sarawak)

2.0 Quotation

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/Authorised 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

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.

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:

- 3.1.1 Project Title
- 3.1.2 General Information
- 3.1.3 Financial Information
- 3.1.4 Summary Scope of Supplies/Services/Works
- 3.1.5 Tender Submission
- 3.1.6 Evaluation by Consultant (if any)
- 3.1.7 Evaluation by Jawatankuasa Penilaian Tender
- 3.1.8 Approval of Recommendation by Head of Statutory Body/Authorised Officer
- 3.1.9 Tenderer's Particulars

3.1.10 Supplier's/Contractor's Past Experience/Completed Projects (Past Year)

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

3.1.12 List of Plants and Equipment

3.1.13 List of Technical Staff

3.1.14 Schedule of Rates

3.1.15 Summary of Tender

3.2 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)*

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 Pengecualian Sebut harga/Tender* before submitting to the State Finance Secretary for consideration and approval.

4.2 The RO 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.

5.0 Common Items for New Supplies/Services

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 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.

5.2 The JPT shall evaluate the quotation and make recommendation.

5.2.1 Consideration of Common Items for Supplies/Services:

5.2.1.1 Anggaran Harga/Kos

5.2.1.2 Skop perkhidmatan/bekalan

5.2.1.3 Justifikasi Perkhidmatan/Bekalan diperlukan

5.2.1.4 Peruntukan/Implikasi Kewangan

5.2.1.5 Maklumat dan harga tawaran pembekal/kontraktor/penyedia Perkhidmatan

5.2.1.6 Keputusan JPT

6.0 Updating List of the Approval Suppliers/Contractors

6.1 Account Assistant (AA) shall update the list of Approved Suppliers/Contractors immediately by adding the name of the new Suppliers/Contractors into e-solusis, Financial Accounting System (eFAS).

7.0 Documented Information Maintained

7.1 The AA shall keep all the documented information related to these procedures according to:

7.1.1 Evaluation report for quotation/tender/waiver of Procedure of Quotation/Tender/12 Common Items at the Finance Unit

7.1.2 Letter of Approval of Waiver of Procedure of Quotation/Tender at the Finance Unit.

7.1.3 Extract of minutes of meeting for JPT approving the *Perolehan Terus* at the Finance Unit.

8.0 Retention of Documented Information

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

8.2 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.

9.0 Disposal of Documented Information

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