Quality **Procedure**

Reviewed by:	Approved by:
Shirley Szebah Mambai	*Edison anak Ricket1*
4th Mei 2026	4th May 2026

Purpose

The purpose of this procedure is to establish and maintain documented procedures to ensure that procurement procedure conforms to specified requirement

Scope

This procedure applies to procurement process for Pustaka Negeri Sarawak, Miri.

Process Details

1.0 Received Request for Purchase of Goods and Services

1.1 Assistant Accountant (AA) shall receive request for purchase of goods and services that is submitted by hand/email/fax from Requesting Officer (RO) via requisition form. 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

- Amount above RM20,000.00 and up to RM200,000.00 approval by from *Jawatankuasa Pengurusan Sebut Harga*.

1.1.3 Tender

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

1.1.4 Waiver of Quotation / Tender Procedure

- Seek approval from State Finance Secretary 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 Circular & Regulations

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

2.0 Direct Purchase

2.1 Requesting Officer (RO) shall enter application in Management Utilities & Services Application and select Finance, e-requisition form : Digitally Augmented Requisition Systems (DARES) Direct Purchase – (Miri), the RO shall furnish the following particulars:

a. *Nama Pemohon*
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. *Emel Pembekal/Kontraktor*
l. *Bank dan No Akaun Pembekal/Kontraktor*
m. *Tujuan dan sebab pembelian/perkhidmatan/kerja di atas*
n. *Caj akaun*
o. *Dokumen yang dilampirkan*
    - *Sebutharga*
    - *Lesen Perniagaan*
    - *Perbandingan sebutharga (bagi lebih dari RM5,000.00)*
    - *Perjalanan Rasmi – TRF, Borang Tempahan Penginapan dan Penerbangan*
    - *Aset – Borang Aset*
    - *Laporan yang berkenaan.*

If he/she agrees with the purchase, Division Head/Regional Manager (RM) shall endorse in DARES.

2.1.1 RM5,000.00 and below – to be recommended by Division Head

2.1.2 Up to RM5,000.00 – to be recommended by Regional Manager.

If he/she disagrees, the purchase shall be declined.

2.2 After the application in *DARES recommended,* AA shall receive notification to check all the document (s).

2.3 AA shall immediately register into Accounting Systems immediately. AA shall then key in Service Order number and select document checked for balance checking.

If the documentation incomplete, the purchase shall be rejected.

2.4 After receiving the notification, AA shall immediately fill in the balance of the allocation according to the charge account stated in the application. AA shall select balance checked and application will be sent for approval.

2.4.1 Up to RM5,000.00 – Sector Head / Regional Manager / authorized officer

2.4.2 Above RM5,000.00 and up to RM10,000 – Deputy Chief Executive Officer (DCEO)

2.4.3 RM20,000 and below – Chief Executive Officer (CEO)

3.0 Quotation

3.1 Whenever the procurement unit received request(s) to purchase any goods and services above RM20,000.00 and up to RM200,000.00, the Accountant / Assistant 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 (Supplier/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 / Assistant 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 The intended Tenderer will then drop the Quotation Document in the Tender Box before the closing date & time. Any quotation received after the closing date & time shall be rejected.

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

3.6 Based on the following inputs, The *Jawatankuasa Pembukaan Sebut Harga/Tender* 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.

Finance branch will then send by post the Quotation Document to Finance HQ.

3.7 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.

3.7.1 The Superintending Officer in charge of the activity concerned shall evaluate the quotations received by filing in the Penilaian Sebutharga/Tender forms 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 Particular
i) Supplier's/ Contractor's Past Experience/ Completed Ongoing Projects
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

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

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

3.9.1 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.

3.10 After para 3.9 is completed, the AA shall notify the Superintending Officer or his/her to fill in the application in Management Utilities & Services Application and select Finance, Digitally Augmented Requisition Systems (DARES) (JPT/WOT/SH/TENDER) the RO shall furnish the following particulars:

a. *Nama Pemohon*
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. *Emel Pembekal/Kontraktor*
l. *Bank dan No Akaun Pembekal/Kontraktor*
m. *Tujuan dan sebab pembelian/perkhidmatan/kerja di atas*
n. *Caj akaun*
o. *Dokumen yang dilampirkan*
    - *Borang JPT/ WOQ/SH/TENDER*
    - *Sebutharga & Perbandingan Sebutharga*
    - *Lesen Perniagaan*
    - *Perjalanan Rasmi – TRF, Borang Tempahan Penginapan dan Penerbangan*
    - *Aset – Borang Aset*
    - *Laporan yang berkenaan.*

3.11 After the application in *DARES recommended by,* AA shall receive notification to check document. AA shall immediately register into Accounting Systems immediately. AA shall then key in Service Order number and select document checked for balance checking.

If the documentation incomplete, the purchase shall be rejected.

3.12 After receiving the notification, AA shall immediately fill in the balance of the allocation according to the charge account stated in the application. AA shall select balance checked and the ready for issuance of Service Order.

4.0 Tender

4.1 Whenever the procurement unit received request(s) to purchase any goods and services above RM200,000.00 the Accountant / Assistant Account shall prepare the Tender 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 latabelakang, Teknikal dan Kewangan Petender (Lampiran A19)

4.2 After tender documents has been prepared, the Accountant / Assistant Account 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 The tenderer will then drop the tender document in the tender box before the closing date and time. Any document received after the date and time shall be rejected.

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

4.6 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 Sebutharga/Tender*
b) *No. Sebutharga/Tender*
c) *Jenis Sebutharga/Tender*
d) *Tarikh tutup*

e) *Jumlah Petender yang telah mengambil Dokumen Sebutharga/Tender*
f) *Bilangan*
g) *Nama Petender*
h) *Pendaftaran (Kod Bidang)*
i) *Harga yang ditawarkan (RM)*
j) *Ulasan (jika ada)*
k) *The Jadual Sebutharga/Tender* Form will be signed by the *Jawatankuasa Pembukaan Sebutharga/Tender* present in the meeting.

4.7 After the *Jawatankuasa Pembukaan* has met, the Jawatankuasa Penilaian Sebut Harga/Tender meeting shall be held after evaluation report is done within 45days 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.

4.7.1 The Superintending Officer in charge of the activity concerned will evaluate the tender received by filling in the Penilaian Sebutharga/Tender form as follows:

a) Project Title
b) General Information
c) Financial Information
d) Summary Scope of Supplier/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/Contractors Past Experience/ Completed Projects (Past 3 years)
k) Supplier's/Contractors Present Experience/ Current Commitments/Ongoing Projects
l) List of Plants and Equipment
m) List of Technical Staff
n) Schedule of Rates
o) Summary of Tender

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

4.9 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.

4.9.1 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.

(Item 4.7 to 4.9 are maintained & prepared by Finance, HQ)

4.10 After para 4.9 is completed, the AA shall immediately notify the Superintending Officer or his/her officer to fill in the *DARES (JPT/WOT/SH/TENDER) – (MIRI)* as in 2.

4.10.1 For the purchase of physical books refer to Acquisition of Library Materials.

4.10.2 For purchase of assets, refer to the Aset Management Unit workflow and to fill out the required form – Borang Permohonan Pembelian Aset Alih Pustaka Negeri Sarawak, semakan 4, Tarikh kuatkuasa 1 Januari 2022.

Continue preparation of item in 3.10 until 3.12.

5.0 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)*

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 Lampiran A32 & Lampiran A – *Permohonan Untuk Pengecualian 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 Sebutharga/ Tender
i) Perakuan Ketua Badan Berkanun/ Pegawai yang diberi kuasa
j) Maklumat Terperinci Syarikat / Firma yang dicadangkan

5.2 After the Jawatankuasa Pengecualian Sebutharga/Tender has evaluate and approve, the application shall be submitted to the State Financial 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 Sebutharga/ 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 *DARES (JPT/WOT/SH/TENDER) – (MIRI)* as per Continue preparation of item in 3.10 until 3.12.

(Item 5.1 until 5.2.3 maintain and prepared by Finance, HQ)

6.0 Common Items for Supplies/Services

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

a) Status Borang, rev No & Kelulusan Mesyuarat Pengurusan
b) Sektor / Bahagian
c) Latarbelakang Bekalan / Perkhidmatan / Kerja
d) Skop dan Justifikasi Perkhidmatan / Bekalan Diperlukan
e) Maklumat Kewangan
f) Perkara yang dibekalkan/perkhidmatan yang diberikan

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

6.1.2 The Accountant / Assistant Account shall identify the request based on the Common Item 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 sit and 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 If the application is approved, the Requisiting Officer shall Continue preparation of item in 3.10 until 3.12. If the application is declined the RO shall present the item in the next JPT meeting.

6.4 The accountant / Assistant Account 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 The AA shall issue Service Order/Purchase Order (SO/PO) within 5 working days

7.2 The AA/ RM shall sign the SO/PO which is RM50,000.00 and below. CEO to sign SO/PO which is above RM50,000.00.

7.3 The AA shall send the notification on the approved SO/PO to the RO/Superintending Officer via email.

7.4 The AC shall file the SO/PO into respective file within 5 working days.

7.5 The RO/Superintending Officer shall give the supplier/contractor the Customer Copy of SO/PO by hand/email/fax/communication channel.

8.0 Verification of Goods or Services

8.1 AC shall compiled / matched invoice/bill/debit note/pro-forma invoice with PO/SO and checked the details in invoice/bill/debit note/pro-forma invoice correct against PO/SO by 3 workings day upon receivable invoice.

8.2 RO shall verified any goods or services received by signing on the invoice/bill/debit note/pro-forma invoice and original SO to make sure that the goods or services received/rendered are in accordance as specified in the SO/PO or as stated in the specification of the contract agreement.

8.2.1 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.

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

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

9.0 Documented Information Maintained

9.1 The AC shall keep all the documented information related to these procedures according to:

9.1.1 Payment Voucher consist of SO/PO, *Approved DARES, Supporting documents and* Invoice from supplier at Finance Unit (Filing room).

9.1.2 Copy of Contract agreement for quotation/tender/waiver of of Procedure of Quotation/Tender/Common Items at the Finance Unit

9.1.3 Notice of quotation/tender at the Finance Unit

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

10.0 Retention of Documented Information

10.1 The AA/AC 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

1. Borang Jawantakuasa Perolehan Terus
2. Borang Waiver of Tender