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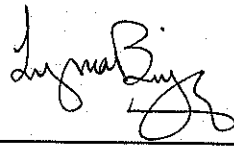
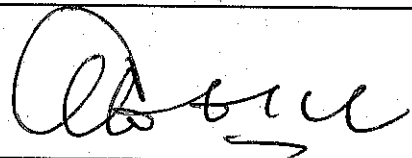
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

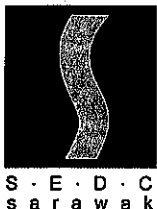
PROCUREMENT

DOCUMENT NO: QP-SEDC-08

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE		
NAME	Marilyn N. Biyor	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Director, Human Resource & Administration Division	General Manager, SEDC
DATE	7 August 2021	7 August 2021

ISSUED TO	IQD		
REVISION NO.	4	DATE	7 August 2021



QUALITY PROCEDURE			
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1. OBJECTIVE

- A. This procedure is established as guidelines to ensure procurement through direct purchase is carried out systematically.
- B. This procedure is established as guidelines to ensure procurement through quotation is carried out systematically.
- C. This procedure is to ensure procurement through tender is carried out systematically.

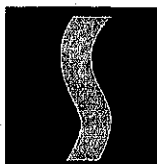
2. SCOPE

- A. This procedure is applicable for procurement of goods or services through direct purchase in annual aggregate value of up to RM20,000.00 per item or related items and works valued up to RM20,000.00 per job.
- B. This procedure is applicable for procurement of goods or services through quotation in annual aggregate value of above RM20,000.00 and up to RM100,000.00 per item or related items and works valued above RM20,000.00 and up to RM100,000.00 per job.
- C. This procedure is applicable for procurement of goods or services through tender in annual aggregate value of above RM100,000.00 per item or related items and works valued above RM100,000.00 per job.

3. DEFINITION

A. Direct Purchase

- a) Direct Purchase
 - i. Procurement of goods or services through direct purchase in annual aggregate value of up to RM20,000.00 per item or related items and works valued up to RM20,000.00 per job;
 - ii. Procurement of goods or services under Common Items as specified in *Surat Pekeliling Setiausaha Kewangan Negeri Bil. 02/2017 - Perolehan Secara Terus Bekalan / Perkhidmatan Untuk "Common Items"*.
- b) Jawatankuasa Sebutharga dan Perolehan Terus (JSPT)
 - The committee is chaired by DIR(IQD) and its other members consists of DIR(HRA), DIR(CFD) and 2 other Divisional Directors appointed by GM.



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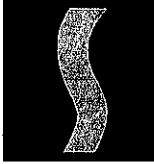
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B. Quotation

- | | | | |
|----|---|---|---|
| a) | Procurement Through Quotation | - | Procurement of goods or services through quotation in annual aggregate value of above RM20,000.00 and up to RM100,000.00 per item or related items and works valued above RM20,000.00 and up to RM100,000.00 per job. |
| b) | Quotation Opening Committee (QOC) | - | This committee is authorised to open quotation. The committee is chaired by Administrative Officer (HRA) and other members are ID and LAD. |
| c) | Quotation Evaluation Committee (QEC) | - | This committee is authorised to evaluate quotation. The committee is chaired by Divisional Directors or Deputy Director or Administrative Officer (AO) and 2 other members from the ID. |
| d) | Jawatankuasa Sebutarga dan Perolehan Terus (JSPT) | - | The committee is chaired by DIR (IQD), and other members consisting of DIR(HRA) or, DIR(CFD) and 2 other Divisional Directors appointed by GM. |

C. Tender

- | | | | | | | | | | | | |
|-------|---|---|---|-------|--------------------------|------|----------------------|-----|----------------------|-----|----------------------|
| a) | Tender | - | Procurement of goods or services through tender in annual aggregate value of above RM100,000.00 per item or related items; and works valued above RM100,000.00 per job. <ul style="list-style-type: none"> • Open Tender - Open to all qualified tenderers. • Closed Tender - By invitation. | | | | | | | | |
| b) | Approving Authority | - | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Board</td> <td style="width: 50%;">More than RM5,000,000.00</td> </tr> <tr> <td>TFIC</td> <td>Up to RM5,000,000.00</td> </tr> <tr> <td>CCM</td> <td>Up to RM2,000,000.00</td> </tr> <tr> <td>MEC</td> <td>Up to RM1,000,000.00</td> </tr> </table> | Board | More than RM5,000,000.00 | TFIC | Up to RM5,000,000.00 | CCM | Up to RM2,000,000.00 | MEC | Up to RM1,000,000.00 |
| Board | More than RM5,000,000.00 | | | | | | | | | | |
| TFIC | Up to RM5,000,000.00 | | | | | | | | | | |
| CCM | Up to RM2,000,000.00 | | | | | | | | | | |
| MEC | Up to RM1,000,000.00 | | | | | | | | | | |
| c) | Board | - | A body whose members are appointed by the Minister under Section 4 of the SEDC Ordinance 1971 (Sarawak Cap 35). | | | | | | | | |
| d) | Tender, Finance & Investment Committee (TFIC) | - | Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980 (Revised 2009). | | | | | | | | |
| e) | Chairman's Committee Meeting (CCM) | - | The highest management committee in SEDC established under Regulation 10B of SEDC Financial & Accounting Procedure Regulations 1980 (Revised 2009). This committee is chaired by the Chairman and its other members are GM, DGM and DIR(CFD). | | | | | | | | |
| f) | Management Committee Meeting (MEC) | - | Committee established under Regulation 10 of SEDC Financial & Accounting Procedure Regulations 1980 (Revised 2009). This committee is chaired by GM and members are all the Divisional Directors. | | | | | | | | |
| g) | Tender Opening Committee (TOC) | - | This committee is authorised to open tender. The committee is chaired by Legal Officer (LO) / representative, Legal Affairs Division (LAD) and other members are Unit Head/ Representative, Secretarial Services Unit & Dir (ID) or representative. | | | | | | | | |
| h) | Tender Evaluation Committee (TEC) | - | This committee is authorised to evaluate tender. The committee is chaired by DGM and members consisting DIR(CFD) or Representative, DIR(ENG), DIR(LAD) and DIR(HRA). | | | | | | | | |



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4. ABBREVIATION

A. Direct Purchase

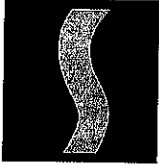
GM	-	General Manager
DGM	-	Deputy General Manager
DIR	-	Divisional Director
HRA	-	Human Resource & Administration Division
CFD	-	Corporate Finance Division
ID	-	Initiating Division
AA	-	Administrative Assistant
PAMU	-	Procurement & Assets Management Unit
JSPT	-	Jawatankuasa Sebutarga Dan Perolehan Terus
PO	-	Purchase Order
GRN	-	Goods Receive Note
IFCA	-	Information For Competitive Advantage

B. Quotation

GM	-	General Manager
DGM	-	Deputy General Manager
DIR	-	Divisional Director
ID	-	Initiating Division
HRA	-	Human Resource & Administration Division
CFD	-	Corporate Finance Division
LAD	-	Legal Affairs Division
PAMU	-	Procurement & Assets Management Unit
AO	-	Administrative Officer
ADMIN	-	Administration
AAO	-	Assistant Administrative Officer
QOC	-	Quotation Opening Committee
QEC	-	Quotation Evaluation Committee
JSPT	-	Jawatankuasa Sebutarga Dan Perolehan Terus

C. Tender

TFIC	-	Tender, Finance & Investment Committee
CCM	-	Chairman's Committee Meeting
MEC	-	Management Executive Committee
GMC	-	Group Management Committee
GM	-	General Manager
DGM	-	Deputy General Manager
DIR	-	Divisional Director
ID	-	Initiating Division
HRA	-	Human Resource & Administration Division
CFD	-	Corporate Finance Division
LAD	-	Legal Affairs Division
ECD	-	Entrepreneur & Community Development Division
ENG	-	Engineering & Project Management Division
ICT	-	Information & Communications Technology Division
IT	-	Information Technology
PTY	-	Property Division
LO	-	Legal Officer
AAO	-	Assistant Administrative Officer
AA	-	Administrative Assistant
TET	-	Tender Evaluation Team
TER	-	Tender Evaluation Report
CONS	-	Consultants



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5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
A. Direct Purchase			
1A	Purchase Order	7 Years	HRA(PAMU)
-	Quotation	7 Years	HRA(PAMU)
-	Delivery Order	7 Years	HRA(PAMU)
-	Invoice	7 Years	CFD
-	IFCA Database System	Permanent	ICT
B. Quotation			
1B	Schedule Summary of Quotation Opening	5 Years	LAD
2B	Register of Quotation Collection	5 Years	HRA(PAMU) / LAD
3B	Register of Quotation Submission	5 Years	LAD
4B	List of Vendors	5 Years	HRA(PAMU)
-	Specifications & Estimated Cost	5 Years	HRA(PAMU)
-	Minute	5 Years	HRA(PAMU)
-	Quotation Document	5 Years	HRA(PAMU)
-	Letter of Invitation	5 Years	HRA(PAMU)
-	Official Receipt	7 Years	CFD
-	Quotation Evaluation Report	5 Years	HRA(PAMU)
-	Decision Paper	5 Years	HRA(PAMU)
-	Letter of Acceptance & Letter to Unsuccessful Bidders	5 Years	HRA(PAMU)
-	Delivery Order	5 Years	HRA(PAMU)
-	Invoice	7 Years	CFD
C. Tender			
1C	Schedule Summary of Tender Opening	7 Years	LAD
2C	Confidentiality Agreement for Internal / Employee	7 Years	LAD
3C	Confidentiality Agreement for Consultant	7 Years	LAD
4C	Tender Notice	7 Years	LAD
5C	Register of Tender Collection	7 Years	LAD
6C	Register of Tender Submission	7 Years	LAD
-	Tender Document & Drawing / Specification & Estimated Cost	7 Years	ID / LAD
-	Official Receipt	7 Years	CFD
-	Tender Evaluation Report	7 Years	ID
-	Decision Paper	7 Years	ID
-	Letter of Acceptance / Letter of Intent & Letter to Unsuccessful Bidders	7 Years	ID / LAD



QUALITY PROCEDURE

TITLE PROCUREMENT

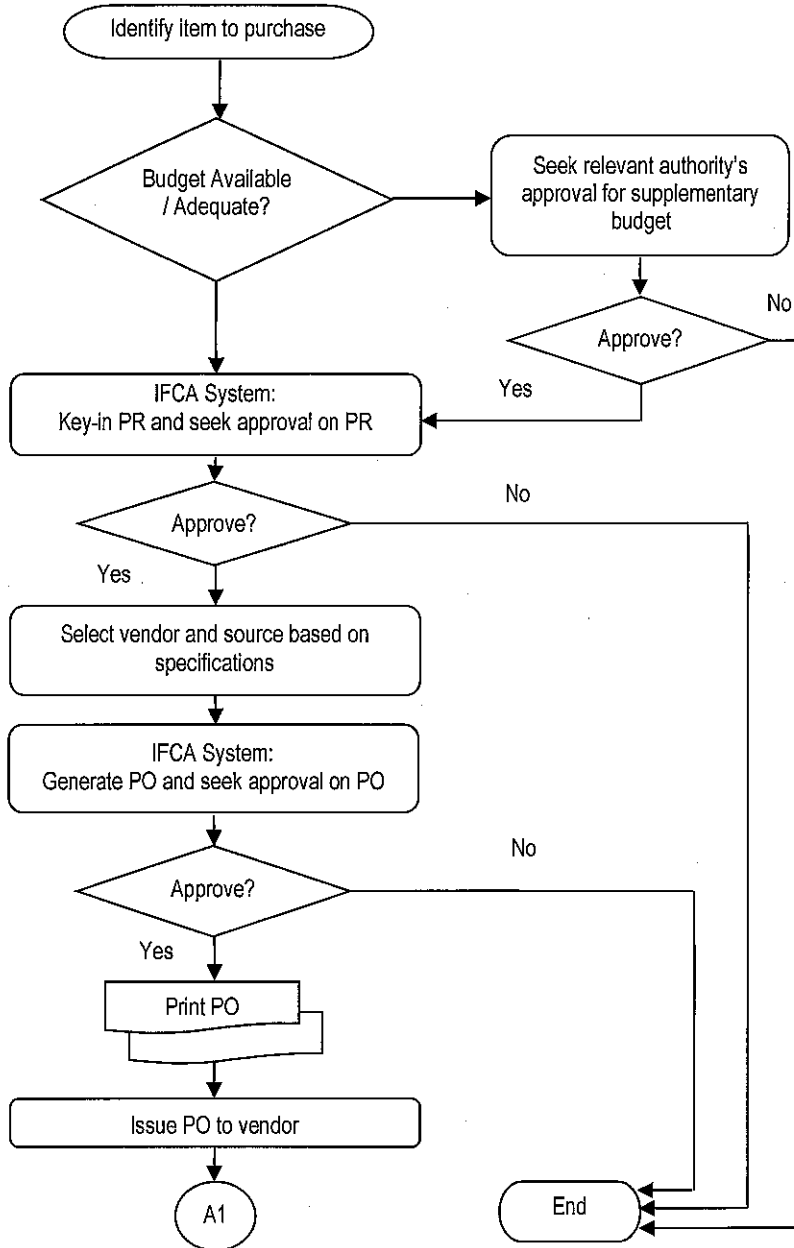
DOCUMENT NO. QP-SEDC-08

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When purchase of goods or services through direct purchase in annual aggregate value of up to RM20,000.00 per item or related items and works valued up to RM20,000.00 per job is deemed necessary

A. Direct Purchase



Responsibility **Quality Record**

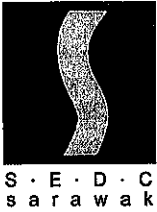
ID	
ID	
Approving Authorities based on Limit of Authority AA(ID)	
DIR(ID)	
AA(PAMU)	Conduct market survey
AA(PAMU)	
DIR(HRA)	
AA(PAMU)	PO: • Original copy for vendor • Duplicate copy kept
AA(PAMU)	PO

PROCESS OUTPUT:

- Satisfied purchased product / services rendered / works completed

REFERENCE DOCUMENTATION:

- None

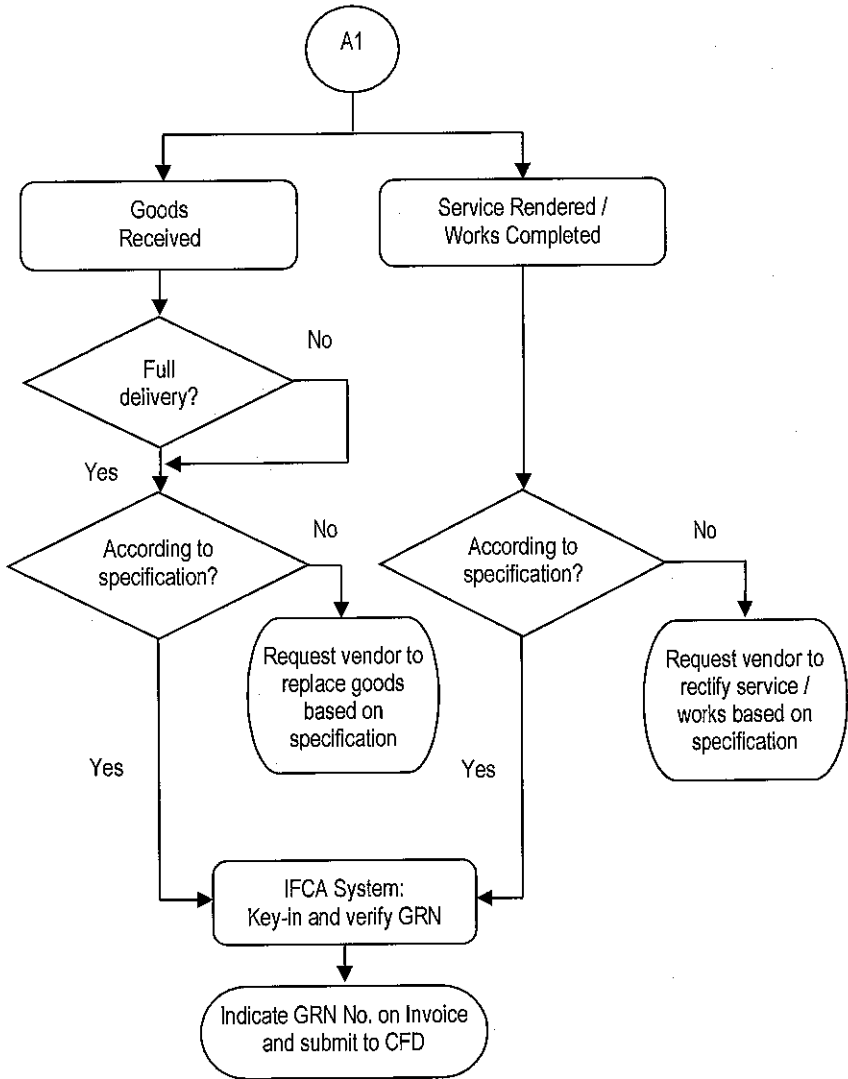


QUALITY PROCEDURE			
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- Upon delivery of goods / service rendered / works completed

INPUT
PROCESS
OUTPUT

A. Direct Purchase



Responsibility	Quality Record
ID & AA(HRA)	Delivery Order / PO
ID & AA(HRA)	Delivery Order / PO
AA(PAMU)	
ID & AA(PAMU)	GRN Edit Listing
AA(PAMU)	Invoice

PROCESS OUTPUT:

- Satisfied purchased product / services rendered / works completed

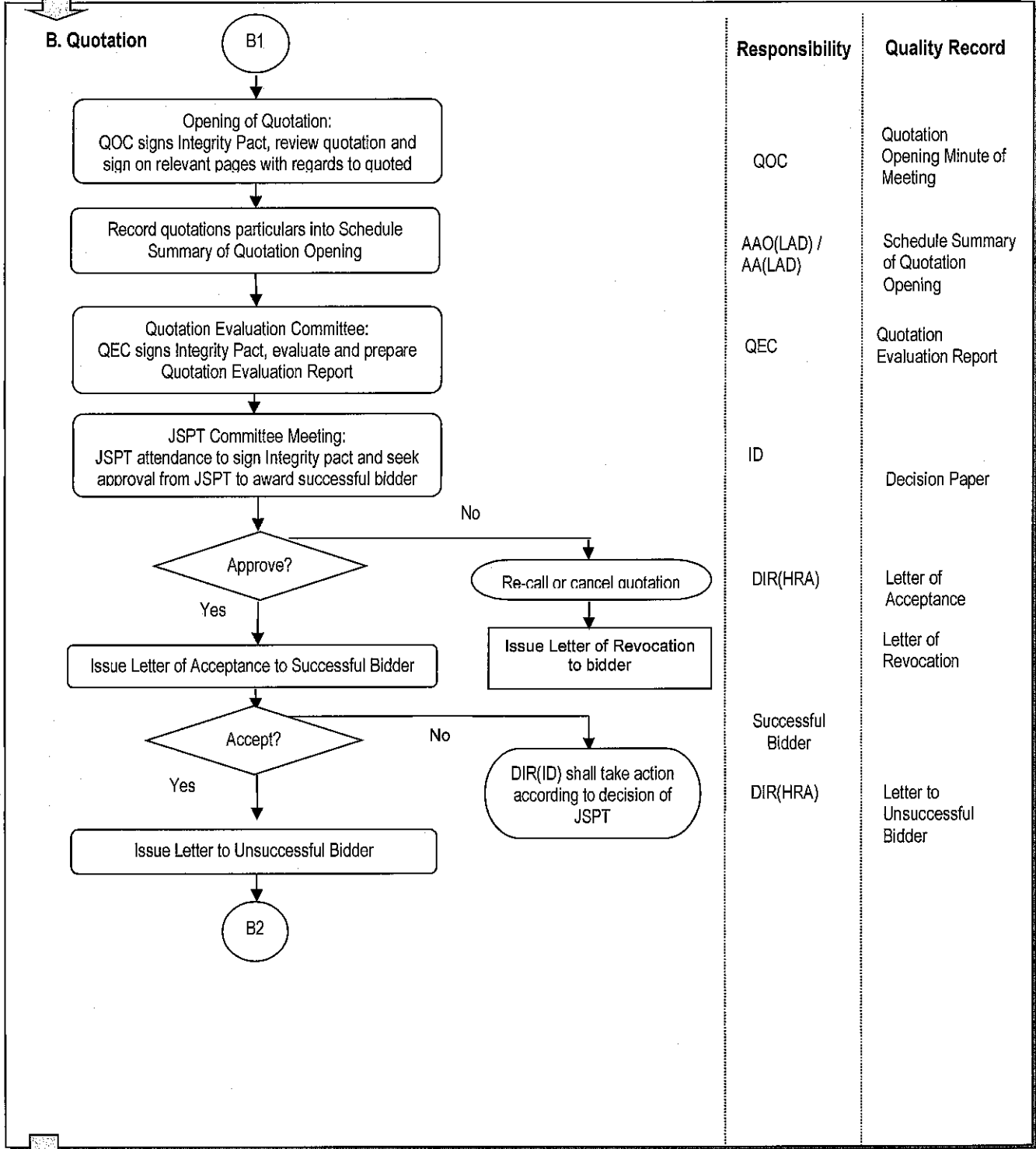
REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE			
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When procurement of goods or services through quotation in annual aggregate value of above RM20,000.00 and up to RM100,000.00 per item or related items and works valued above RM20,000.00 and up to RM100,000.00 per job is deemed necessary

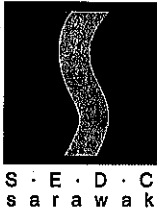


PROCESS OUTPUT:

- Satisfied purchased product / services rendered / works completed

REFERENCE DOCUMENTATION:

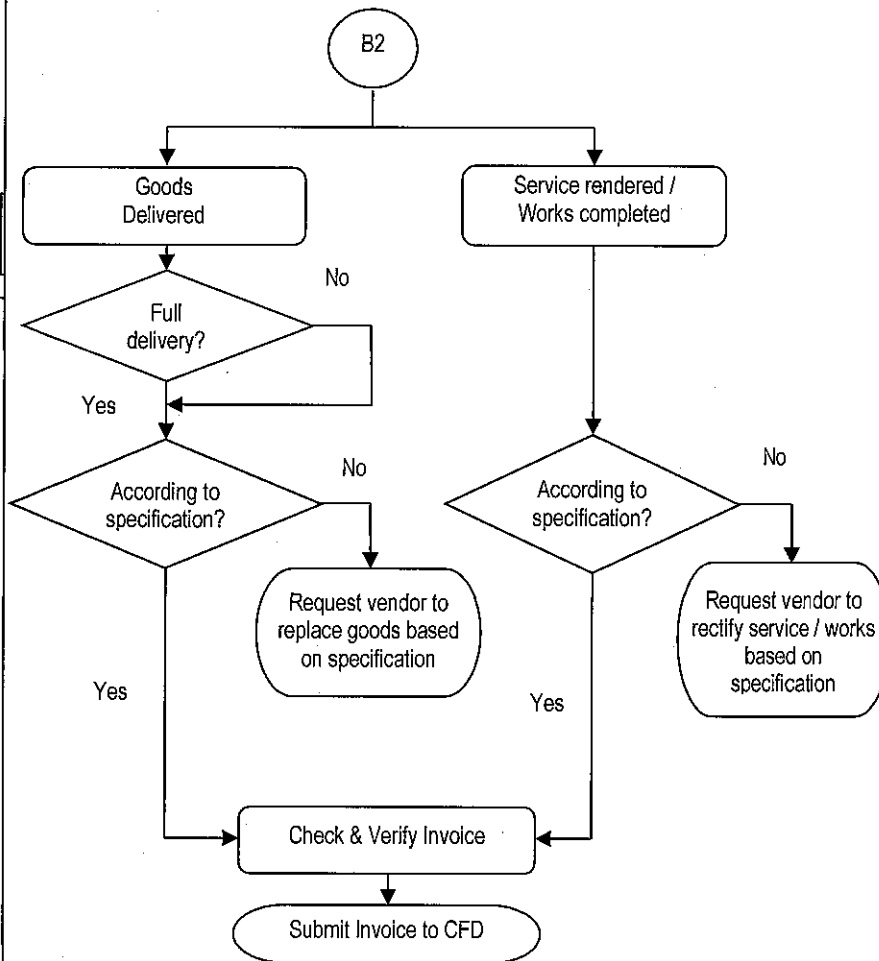
- None



QUALITY PROCEDURE			
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- Upon delivery of goods / service rendered / works completed

B. Quotation



Responsibility

Quality Record

ID & AA(HRA)

Delivery Order / Invoice &

ID & AA(HRA)

Delivery Order / Invoice & Letter of Acceptance

AA(PAMU)

ID & AA(PAMU)

Invoice

ID / AA(PAMU)

Invoice

PROCESS OUTPUT:

- Satisfied goods delivered / Service rendered / Works completed

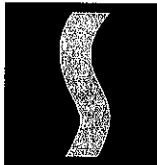
REFERENCE DOCUMENTATION:

- None

IN-FULL

PROCEDURE

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QUALITY PROCEDURE

TITLE PROCUREMENT

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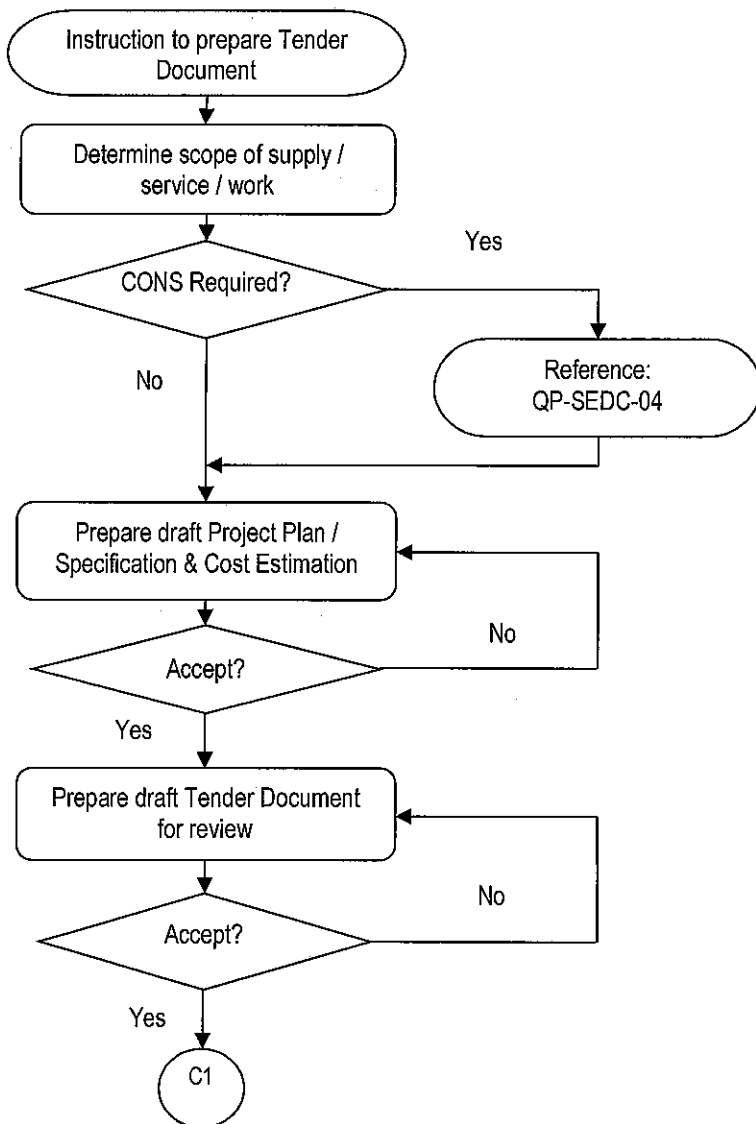
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INPUT

- When procurement of goods or services through tender in annual aggregate value above RM100,000.00 per item or related items and works valued above RM100,000.00 per job is deemed necessary.

PROCESS

C. Tender



Responsibility

Quality Record

DIR(ID)

Minute / Decision Paper

DIR(ID)

DIR(PHY)

ID & ENG / CONS (Works) / ID & HRA (Non-IT) / ID & ICT (IT)

Drawings / Specification & Estimated Cost

DIR(ID)

ID & ENG / CONS (Works) / ID & HRA (Non-IT) / ID & ICT (IT)

Tender Document

DIR(ID) / DIR(LAD)

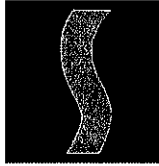
OUTPUT

PROCESS OUTPUT:

- Tender Document ready for tendering

REFERENCE DOCUMENTATION:

- None



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QUALITY PROCEDURE

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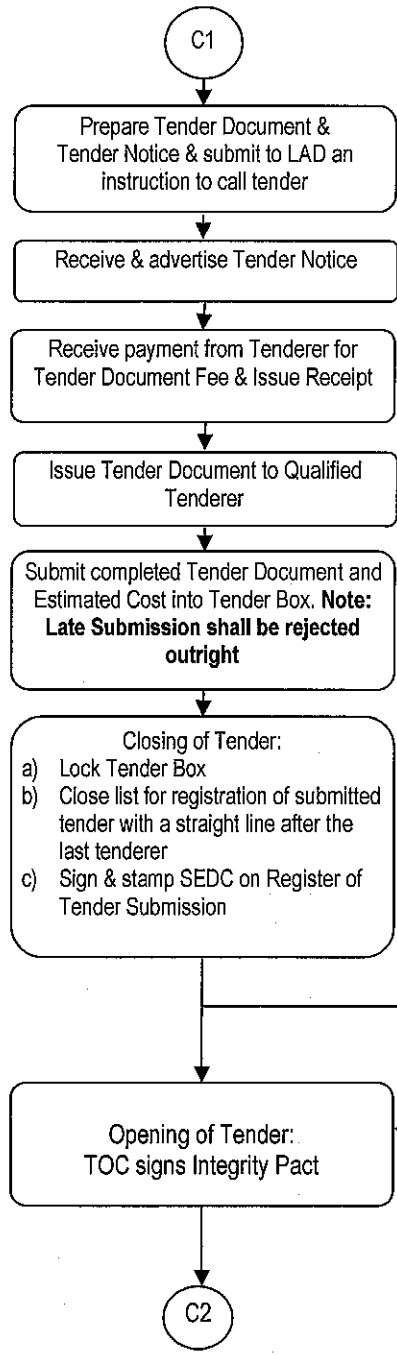
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INPUT

- When procurement of goods or services through tender in annual aggregate value above RM100,000.00 per item or related items and works valued above RM100,000.00 per job is deemed necessary.

P R O C E S S

C. Tender



Responsibility | **Quality Record**

ID & ENG (Works) / ID & HRA (Non-IT) / ID & ICT (IT)	Tender Document & Tender Notice
DIR(LAD) / LO	Tender Notice
AA(CFD)	Official Receipt
AAO(LAD) / AA(LAD)	Tender Document & Register of Tender Collection
Bidders & ID	Register of Tender Submission & Estimated Cost
AAO(LAD) / AA(LAD)	Register of Tender
AAO(LAD) / AA(LAD)	Confidentiality Agreement
ID	

OUTPUT

PROCESS OUTPUT:

- Close Tender

REFERENCE DOCUMENTATION:

- None



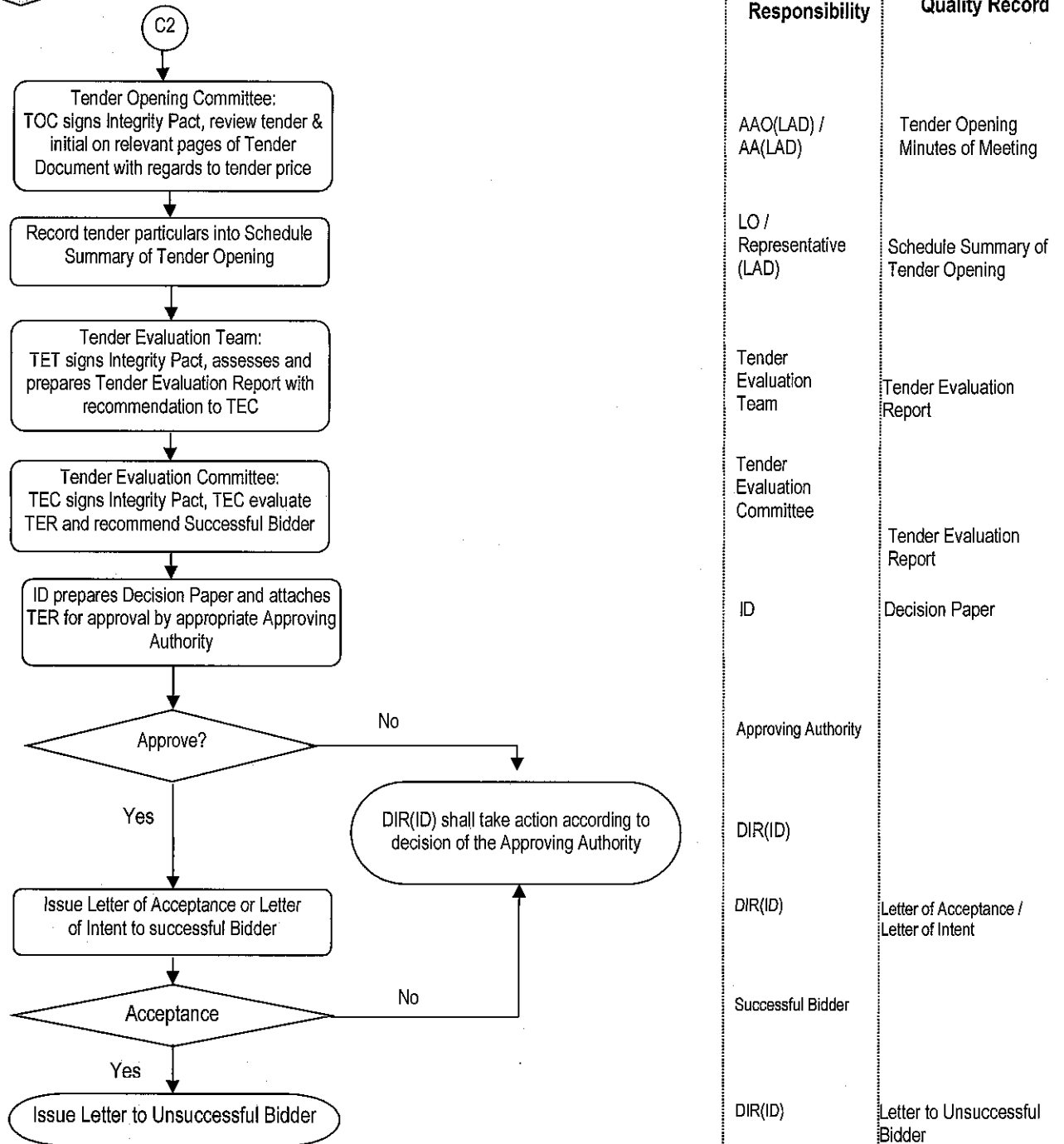
QUALITY PROCEDURE

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INPUT

- When Procurement of goods or services through tender in annual aggregate valued more than RM100,000.00 and for works valued more than RM100,000.00 per job is deemed necessary.

PROCESS



Responsibility	Quality Record
AAO(LAD) / AA(LAD)	Tender Opening Minutes of Meeting
LO / Representative (LAD)	Schedule Summary of Tender Opening
Tender Evaluation Team	Tender Evaluation Report
Tender Evaluation Committee	Tender Evaluation Report
ID	Decision Paper
Approving Authority	
DIR(ID)	DIR(ID) shall take action according to decision of the Approving Authority
DIR(ID)	Letter of Acceptance / Letter of Intent
Successful Bidder	
DIR(ID)	Letter to Unsuccessful Bidder

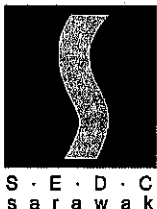
OUTPUT

PROCESS OUTPUT:

- Successful Tender

REFERENCE DOCUMENTATION:

- None



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REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1	<ul style="list-style-type: none"> • Cover Page - Change of General Manager's name • Page 4 - Abbreviations – Amend Legal Affairs Division to Legal Affairs & Secretarial Services Division
2	<ul style="list-style-type: none"> • Page 4: Item 4 (Abbreviation) – Change of Division name from “Legal Affairs & Secretarial Services Division” to “Legal Affairs Division” • Attachment 1B: Schedule Summary of Quotation Opening Form - Change of Division name from “Legal Affairs & Secretarial Services Division” to “Legal Affairs Division” at member’s signatory part. • Attachment 1C: Schedule Summary of Tender Opening Form - Change of Division name from “Legal Affairs & Secretarial Services Division” to “Legal Affairs Division” at member’s signatory part.
3	<ul style="list-style-type: none"> • Page 2: Item 3 Definition (Part A. Direct Purchase) - Change the Chairman of JSPT from DGM(COS) to DIR(IQD). • Page 3: Item 3 Definition (Part B. Quotation) - Change the Chairman of JSPT from DGM(COS) to DIR(IQD). • Page 3: Item 3 Definition (Part C. Tender) - Change the chairman of the Committee from DIR(ECD) to Legal Officer (LO) or representative of Legal Affairs Division (LAD) • Page 3: Item 3 Definition (Part C. Tender) - Change the members from “LO(LAD) or Representative, and DIR(ID)and LO” to Unit Head / Representative Secretarial Services Unit & Dir (ID) or representative. • Page 4: Abbreviation (Part A. Direct Purchase) - DGM(COS) Deputy General Manager (Corporate Services Sector) change to DGM Deputy General Manager. • Page 4: Abbreviation (Part B. Quotation) - DGM(COS) Deputy General Manager (Corporate Services Sector) change to DGM Deputy General Manager. • Page 6: Process Flow Part A. Direct Purchase - Delete the word “for quotation” from the process • Page 6: Process Flow Part A. Direct Purchase (Quality Record column) - Change Quotation to Conduct market survey • Page 8: Part B. Quotation - Add new process “Advertise at Notice Board” after the 6th process flow and add AO/AAO (PAMU) in the Responsibility column. • Page 8: Part B. Quotation (Quality Record column) - Add Minute / Decision Paper. • Page 8: Part B. Quotation (Quality Record column) - Add AO in the Responsibility column. • Page 8: Part B. Quotation (Quality Record column) - Add AA in the Responsibility column. • Page 9: Process Flow Part B. Quotation - Add “signs Integrity Pact” in the process. • Page 9: Process Flow Part B. Quotation - Add the word “Quotation Evaluation Committee” and “signs Integrity Pact” in the process. • Page 9: Process Flow Part B. Quotation - Add the word “JSPT Committee Meeting” and “JSPT attendance to sign Integrity Pact” in the process. • Page 9: Part B. Quotation (Quality Record column) - Add Quotation Opening Minutes of Meeting in the Quality Record column. • Page 9: Part B. Quotation (Responsibility column) - Add QEC in the Responsibility column. • Page 9: Part B. Quotation (Responsibility column) - Change JSPT to ID • Page 9: Process Flow Part B. Quotation - Add the process of “Issue Letter of Revocation to bidder” in the process flow



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4.	<ul style="list-style-type: none"> • Page 9: Part B. Quotation (Quality Record column) - Add Letter of Revocation in the Quality Record column. • Page 11: Part C. Tender (Quality Record column) - Minute / Decision Paper in the Quality Record column. • Page 12: Process flow Part C. Tender - Change "Confidentiality Agreement" with "Integrity Pact". • Page 13: Process flow Part C. Tender - Add the word "Tender Opening Committee" and "TOC signs Integrity Pact" in the process. • Page 13: Process flow Part C. Tender - Add the word "Tender Evaluation Team" and "TET signs Integrity Pact" in the process. • Page 13: Part C. Tender (Quality Record column) - Add Tender Opening Minutes of Meeting in the Quality Record column. • Page 13: Part B. Quotation (Responsibility column) - Add Tender Evaluation Team in the Responsibility column. • Page 13: Part B. Quotation (Responsibility column) - Add Tender Evaluation Committee in the Responsibility column. • Page 3 and 4: Change Management Executive Meeting (MEM) to Management Executive Committee (MEC) • Page 3, Part C. Tender (Item b): Delete GMC



PURCHASE ORDER

To :

PO No. :
 Date :
 Supplier Code :
 Page :

GST No. :
 Tel :
 Fax :

Currency : RM

Please supply the following :

Item Description	UOM	Quantity	Unit Price	Discount	Total Amount Before Tax	Tax Code	Tax Amount	Total Amount
------------------	-----	----------	------------	----------	----------------------------	-------------	---------------	--------------

Grand Total (RM)

CODE :

Delivery Instruction :
 Date required :
 Send bill to :

IMPORTANT

Please indicate our PO No. on all DO and Invoices.

THIS PURCHASE ORDER IS COMPUTER-GENERATED, NO SIGNATURE IS REQUIRED.

REGISTER OF QUOTATION COLLECTION

Quotation For :

From : To :

Quotation to be submitted By: (Day, Date, Month, Year)

No.	Bidder's Name, Official Address & Telephone No.	Collector's Name & I/C Number	Date & Time of Collection	Signature	Official Receipt Number

LIST OF VENDORS TO BE INVITED
FOR (QUOTATION TITLE)

QUOTATION NO. PPES: Q/ /

Calling Date : Date, Month & Year
Closing Date : Date, Month & Year

NO	COMPANY	UPKJ / NON UPKJ	BUMIPUTERA / NON- BUMIPUTERA STATUS	CONTACT NO & CONTACT PERSON	FAX NO
1.					
2.					
3.					
4.					
5.					

Approved by:

.....
(Name)Deputy Director (Admin)
Sarawak Economic Development Corporation

CONFIDENTIALITY AGREEMENT

Ref:

Date:

SEDC Sarawak
Menara SEDC
Lot 2878, The Isthmus
Off Jalan Bako
93050 Kuching
SARAWAK

Dear Sirs,

RE:

This letter is to confirm that in consideration of SEDC appointing us as consultant (hereinafter referred to as "the Company") of the above project, the Company warrants undertakes and agrees with SEDC as follows:

1. This undertaking is binding upon the Company and all of its associates and officers, employees, servants, agents or professional advisers of such persons (together "Relevant Persons").
2. This undertaking extends to all information of whatever nature in whatever form relating to the Project or in respect of any tender relating thereto obtained from any source including without limitation information received from SEDC and information obtained as a result of being allowed access to any premises where SEDC may carry on business ("Confidential Information").
3. The Company shall treat all Confidential Information as being strictly private and confidential and shall take all steps necessary to prevent it from being disclosed or made public to any third party by any Relevant Person or coming by any means into the possession of any third party.
4. The Company shall use the Confidential Information solely for the purpose relating to the Project or to perform any obligations which the Company may undertake or have undertaken with SEDC relating to the Project and the Company shall not use any part of the Confidential Information for any other purpose whatever.
5. The Company shall not use or disclose or permit the disclosure by any person of the Confidential Information for the benefit of any third party or in such a



S · E · D · C
S a r a w a k

NOTICE OF TENDER

Tenders are invited from _____

Tender No: _____

Tender Documents can be obtained from the office of:

**GENERAL MANAGER
SARAWAK ECONOMIC DEVELOPMENT CORPORATION
C/O LEGAL AFFAIRS DIVISION
10TH FLOOR, MENARA SEDC
LOT 2878, THE ISTHMUS
OFF JALAN BAKO
93050 KUCHING**

during normal office hours from _____ upon:-

- a) Production of proof of original registration with _____ as stated above; and
- b) Payment in cash or bank draft "A/C Payee Only" of RM _____ made payable to SEDC Sarawak for the non-refundable and deemed reasonable tender document fee

This tender document will be issued in softcopy. Therefore, tenderer is required to bring their pen drive during the collection of tender document.

Tender must be submitted in a sealed plain envelope clearly marked at its left-hand top corner _____ addressed and submitted to:-

**GENERAL MANAGER
SARAWAK ECONOMIC DEVELOPMENT CORPORATION
C/O LEGAL AFFAIRS DIVISION
10TH FLOOR, MENARA SEDC
LOT 2878, THE ISTHMUS
OFF JALAN BAKO
93050 KUCHING**

by 12.00 noon on _____ together with all accompanying documents, including the Form of Tender and Declaration of Bona Fide Competitive Tender/Quotation duly signed. Late and/or incomplete submissions will be rejected outright.

SEDC does not bind itself to accept the highest or any tender or to assign any reason thereof. Only tender submissions by authorised signatory/signatories of the tendering firms/companies shall be considered.

**GENERAL MANAGER
SARAWAK ECONOMIC DEVELOPMENT CORPORATION**

REGISTER OF TENDER SUBMISSION

Tender For :

Time for Closing of Tender :

No.	Bidder's Name, Official Address & Telephone No.	Submitted by: (Bidder's representative) Name & IC No.	Date & Time of Submission	Signature