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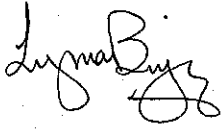
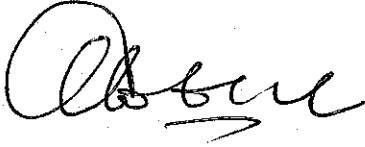
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

QUALITY PROCEDURE

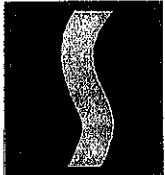
ASSET MANAGEMENT

DOCUMENT NO: QP-SEDC-15

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.	3	DATE	7 August 2021



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QUALITY PROCEDURE			
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1. OBJECTIVE

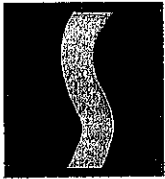
This procedure is established to ensure acquisition, maintenance and disposal of assets are carried out systematically.

2. SCOPE

This procedure is applicable for management of assets.

3. DEFINITION

- a) IT Product - All computer products and parts related to computer, such as monitor, printer, CPU and so forth.
- b) Non IT Product - Product other than computer products or parts as below:
 - (1) Office Equipment
 - (2) Furniture and fittings
 - (3) Vehicle
 - (4) Firefighting Equipment
- c) Building - Building, Civil and Structural, Mechanical and Electrical, Road works and etc.
- d) Board of Survey (BOS) - Committee established under Regulation 186 of SEDC Financial & Accounting Procedure Regulations 1980. The committee is chaired by AO(HRA-Admin) and its other members consists of AAO(CFD) / AA(CFD), AAO(ENG) / AA(ENG), AAO(ECD) / AA(ECD), AAO(ICT) / AA(ICT).
- e) Assets Management Committee (AMC) - Committee established under Regulation 186 of SEDC Financial & Accounting Procedure Regulations 1980. The committee is chaired by DGM and its other members consists of DIR(CFD), DIR(HRA), DIR(IAD), DIR(ENG) and DIR(ICT).
- f) Jawatankuasa Sebutharga dan Perolehan Terus (JSPT) - The committee is chaired by DIR(IQD) and its other members consists of DIR(CFD) and 2 other Divisional Directors appointed by GM.
- g) Approving Authority -
 - MEC Original purchase value of assets to be disposed more than RM10,000 per item or more than RM100,000 and up to RM1,000,000 in annual aggregate.
 - GM Original purchase value of assets to be disposed up to RM10,000 per item or up to RM100,000 in annual aggregate.
 - AMC Original purchase value of assets to be disposed up to RM5,000 per item or up to RM50,000 in annual aggregate.



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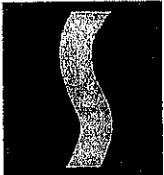
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4. ABBREVIATIONS

HRA	-	Human Resource & Administration Division
CFD	-	Corporate Finance Division
LAD	-	Legal Affairs Division
IAD	-	Internal Audit Division
ICT	-	Information & Communication Technology Division
OMSU	-	Office Management & Support Services Unit
PAMU	-	Procurement & Assets Management Unit
DGM	-	Deputy General Manager
DIR	-	Divisional Director
DIR(IQD)	-	Director, Innovation & Quality Division
ID	-	Initiating Division
AO	-	Administrative Officer
AAO	-	Assistant Administrative Officer
AA	-	Administrative Assistant
TA	-	Technical Assistant
AMC	-	Assets Management Committee
BOS	-	Board of Survey
JSPT	-	Jawatankuasa Sebutarga & Perolehan Terus
PO	-	Purchase Order
RMRF	-	Repair / Maintenance Requirement Form

5. QUALITY RECORD

ATTACHMENT	TYPE	RETENTION	LOCATION
1	Repair / Maintenance Requirement Form	5 Years	HRA/ICT/ENG
2	Purchase Order	5 Years	HRA
3	Borang Laporan Lembaga Pemeriksa	5 Years	HRA
4	Tender Form	5 Years	HRA
5	Letter of Invitation to Vendor	5 Years	HRA
6	Letter of Acceptance to Successful Bidder	5 Years	HRA
7	Letter to Unsuccessful Bidder	5 Years	HRA
-	Preventive Maintenance Schedule		
	- Vehicle	5 Years	HRA
	- Firefighting Equipment	5 Years	HRA
	- IT Product	5 Years	ICT
-	Asset Physical Sighting Schedule	Annually	HRA
-	IT Equipment Audit Schedule	Annually	ICT
-	List of Registered Vendor for Repair / Maintenance of :	5 Years	HRA
	- Office Equipment		
	- Furniture and fittings		
	- Vehicle		
	- Firefighting Equipment		
	- IT Product		
	- Building		



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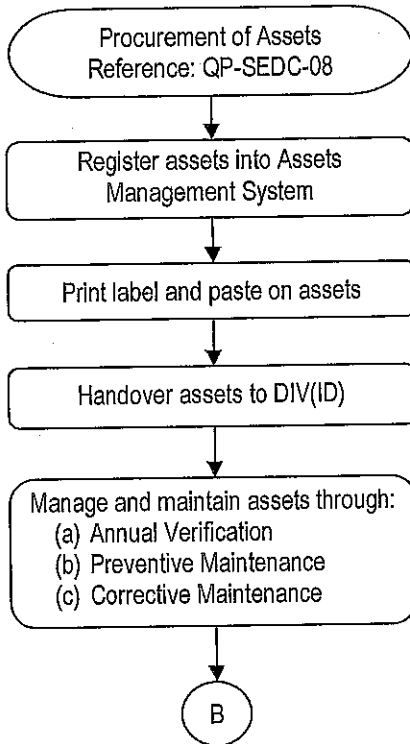
PAGE

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- When new assets is acquired

INPUT

A. Acquisition of Assets



Responsibility

Quality Record

HRA(PAMU)

AA(PAMU)

Fixed Assets
Acquisition Edit Listing

AA(PAMU)

Barcode Label

AA(PAMU)

Assets Handing
Over Form

PROCESS

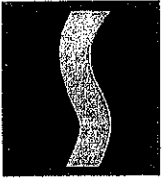
PROCESS OUTPUT:

- Assets in usable condition

REFERENCE DOCUMENTATION:

- None

OUTPUT



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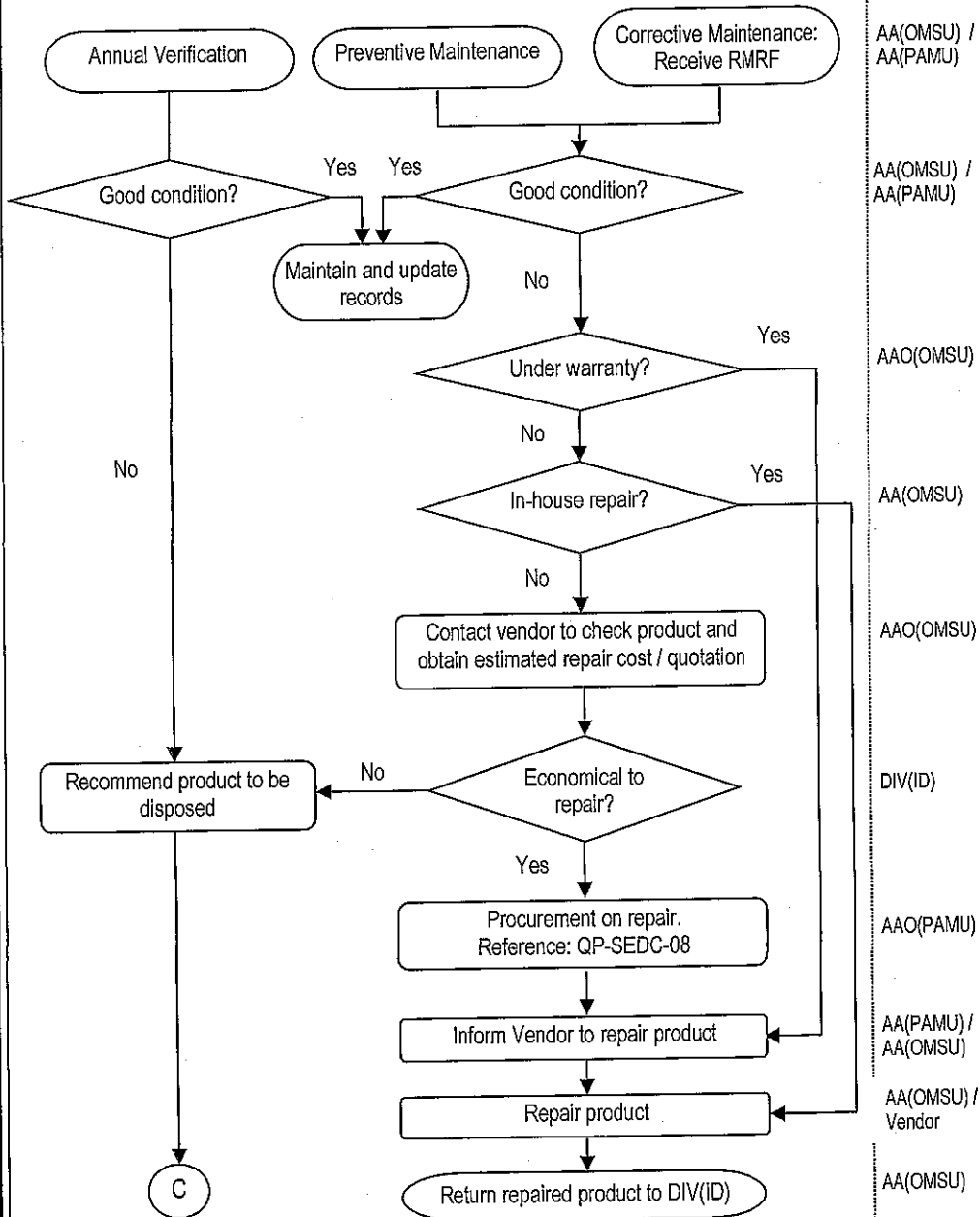
PAGE

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- When repair or maintenance of Assets is deemed necessary

B. Maintenance of Assets

B1. Repair / Maintenance of Non IT Product



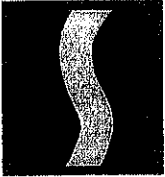
- Assets Physical Sighting Schedule
- Preventive Maintenance Schedule
- Repair / Maintenance Requirement Form

PROCESS OUTPUT:

- Assets in usable condition

REFERENCE DOCUMENTATION:

- None



QUALITY PROCEDURE

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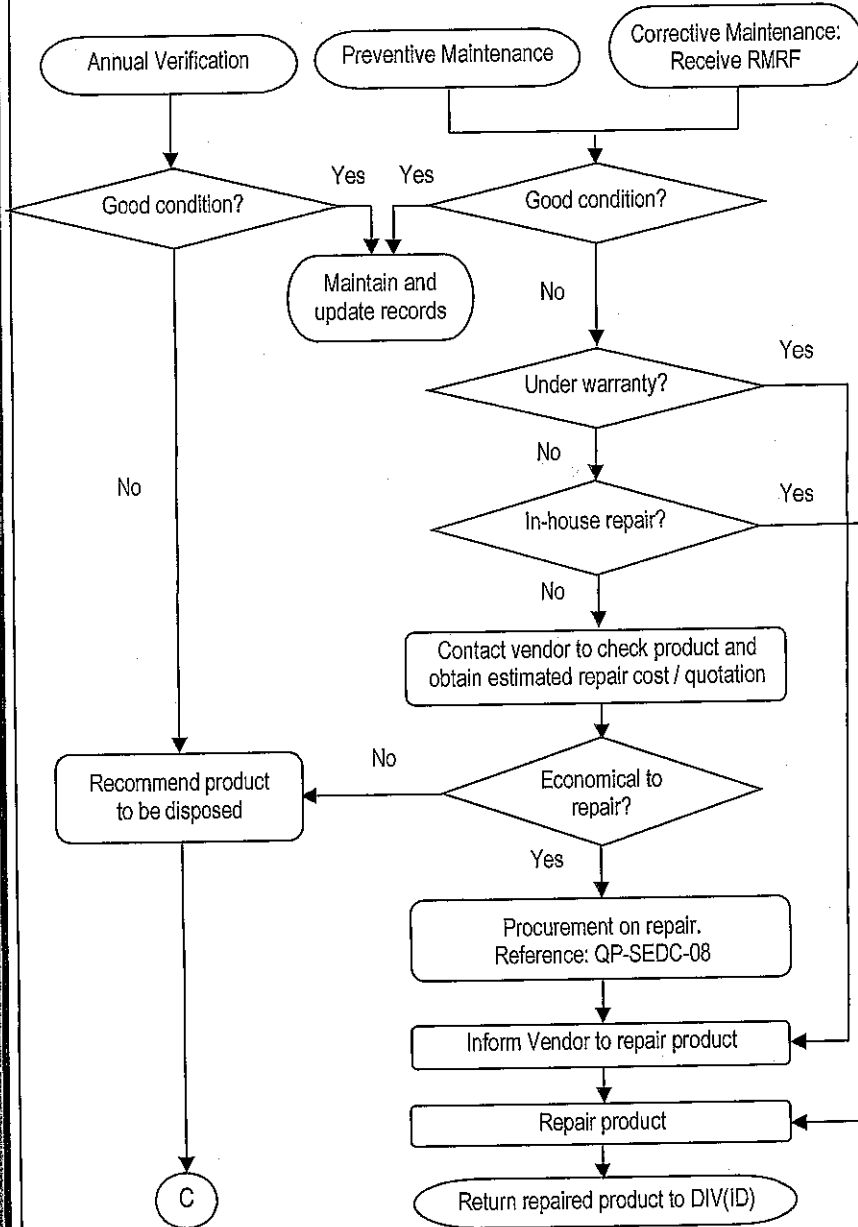
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- When repair or maintenance of Assets is deemed necessary

INPUT

B2. Repair / Maintenance of IT Product



Responsibility

Quality Record

AA(ICT) / AA(PAMU)

- Annual Physical Sighting Schedule
- IT Equipment Audit Schedule
- Repair / Maintenance Requirement Form

AA(ICT) / AA(PAMU)

AA(ICT)

AAO(ICT)

AA(ICT)

AO(ICT)

AAO(PAMU)

AA(PAMU) / AA(ICT)

AA(ICT) or Vendor

AA(ICT)

PROCESS

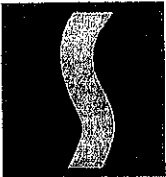
OUTPUT

PROCESS OUTPUT:

- Assets in usable condition

REFERENCE DOCUMENTATION:

- None



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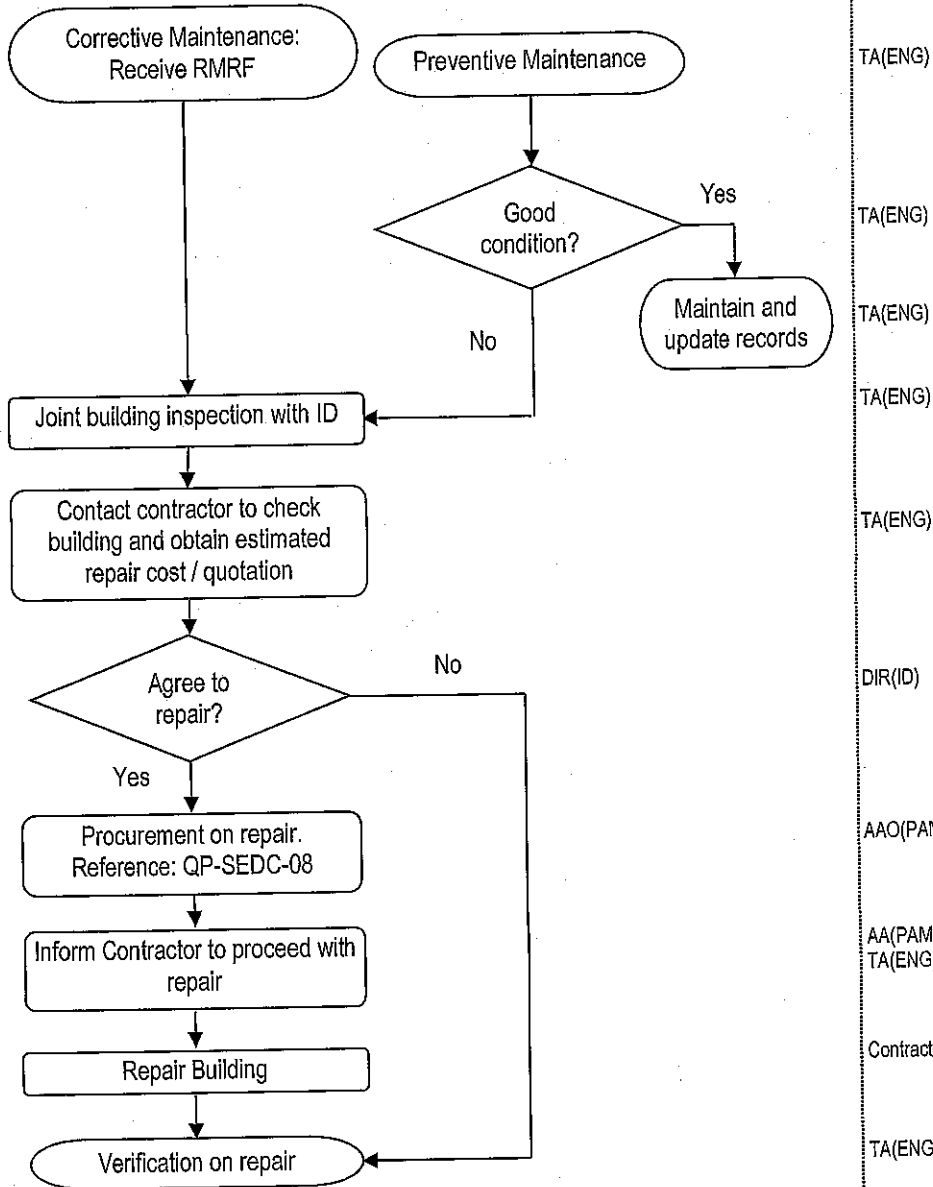
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INPUT

- When repair or maintenance of Building is deemed necessary

B3. Repair / Maintenance of Building



Responsibility

Quality Record

TA(ENG)

- Repair / Maintenance Requirement Form
- Preventive Maintenance Schedule

TA(ENG)

TA(ENG)

TA(ENG)

TA(ENG)

DIR(ID)

AAO(PAMU)

AA(PAMU) /
TA(ENG)

Contractor

TA(ENG)

PROCESS

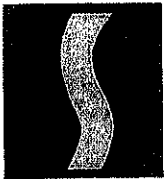
OUTPUT

PROCESS OUTPUT:

- Building in usable condition

REFERENCE DOCUMENTATION:

- None



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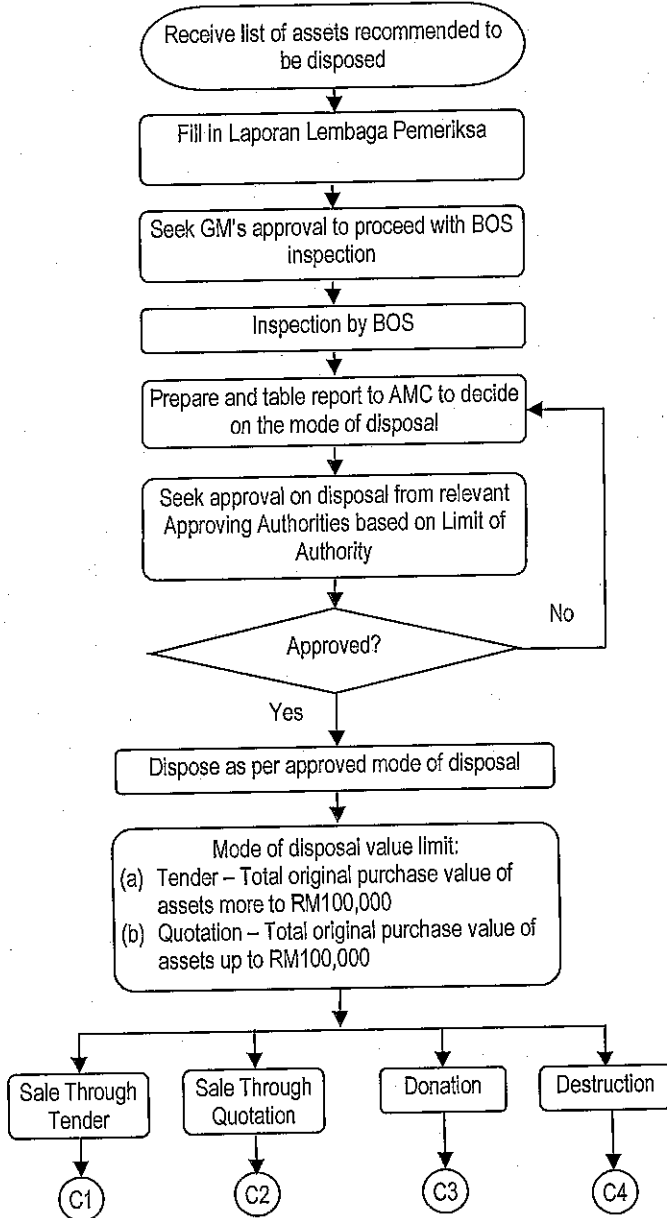
PAGE

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INPUT

- When disposal of assets has been decided

C. Disposal of Assets



Responsibility

Quality Record

AAO(PAMU)

List of assets to be disposed

DIR(ID)

Attachment 3:
Borang Laporan Lembaga Pemeriksa

AAO(PAMU)

AAO(PAMU) /
AA(PAMU)

AAO(PAMU)

BOS Report

AAO(PAMU)

MEC / GM / AMC

AAO(PAMU) /
AA(PAMU)

OUTPUT

PROCESS OUTPUT:

- Proper disposal

REFERENCE DOCUMENTATION:

- None



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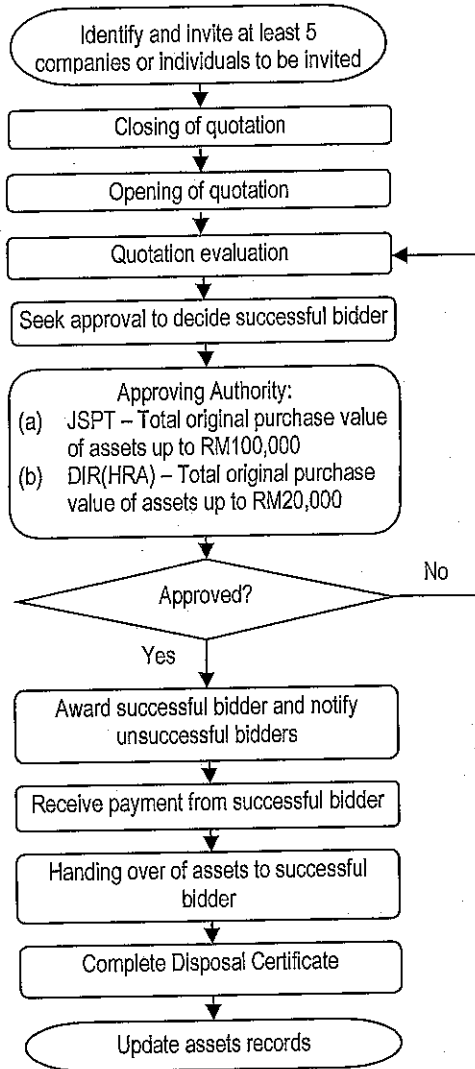
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INPUT

- When disposal of assets has been decided

C2. Sale Through Quotation



Responsibility

Quality Record

AA(PAMU)

Quotation Form

AAO(LAD) /
AAO(PAMU)

Summary Schedule of
Quotation Opening

AAO(LAD) /
AAO(PAMU)

AAO(PAMU)

Decision Paper

AAO(PAMU)

JSPT / DIR(HRA)

Attachment 6:
Letter of Acceptance
to Successful Bidder

AA(PAMU)

Attachment 7:
Letter to
Unsuccessful Bidder

CFD

Official Receipt

AAO(PAMU) /
AA(PAMU)

Borang Akui
Penerimaan

AAO(PAMU) /
AA(PAMU)

Attachment 3:
Borang Laporan
Lembaga Pemeriksa

AAO(PAMU) /
AA(PAMU)

Assets Register

PROCESS

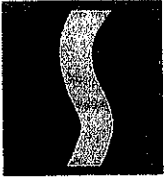
PROCESS OUTPUT:

- Proper disposal

REFERENCE DOCUMENTATION:

- None

OUTPUT



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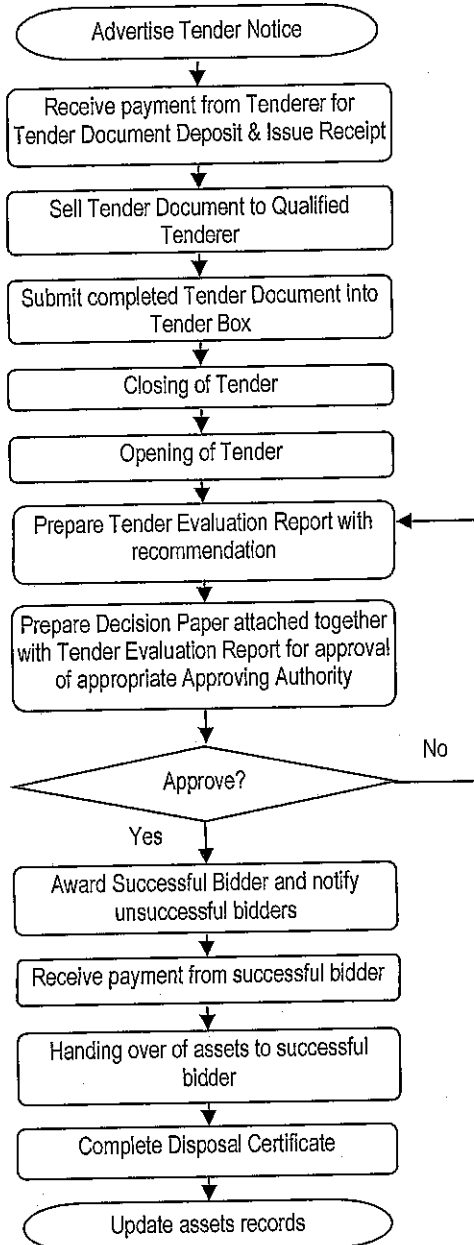
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INPUT

- When disposal of assets has been decided

C1. Sale Through Tender



Responsibility	Quality Record
DIR(LAD) / LO	Attachment 4: Tender Form
FAA(CFD)	Official Receipt
AAO(LAD) / AA(LAD)	
Tenderer	Register of Tender Submission
AAO(LAD) / AA(LAD)	
TOC	Summary Schedule of Quotation / Tender Opening
AAO(PAMU)	Tender Evaluation Report
AAO(PAMU)	Decision Paper
Approving Authority	Attachment 6: Letter of Acceptance to Successful Bidder
AAO(PAMU)	Attachment 7: Letter to Unsuccessful Bidder
FAA(CFD)	Official Receipt
AAO(PAMU) / AA(PAMU)	Borang Akui Penerimaan
AAO(PAMU) / AA(PAMU)	Attachment 3: Borang Laporan Lembaga Pemeriksa
AAO(PAMU) / AA(PAMU)	Assets Register

PROCESS

PROCESS OUTPUT:

- Proper disposal

REFERENCE DOCUMENTATION:

- None

OUTPUT



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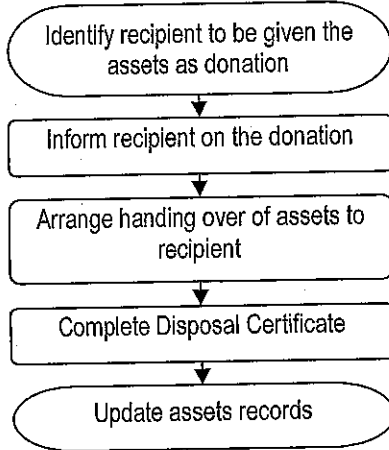
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INPUT

- When disposal of asset has been decided

C3. Donation



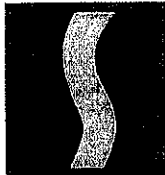
Responsibility	Quality Record
DIR(HRA) / AO(HRA)	
AAO(PAMU) / AA(PAMU)	
AAO(PAMU) / AA(PAMU)	Borang Akui Penerimaan
AAO(PAMU) / AA(PAMU)	Attachment 3: Borang Laporan Lembaga Pemeriksa
AAO(PAMU) / AA(PAMU)	Assets Register

OUTPUT

- PROCESS OUTPUT:
- Proper disposition of equipment

- REFERENCE DOCUMENTATION:
- None

OUTPUT



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ASSET MANAGEMENT

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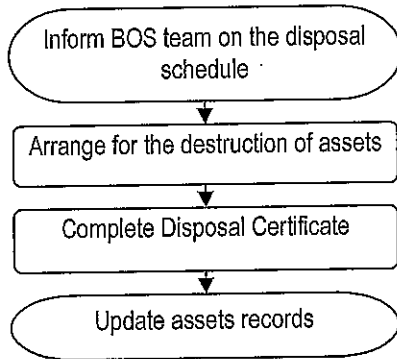
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INPUT

- When disposal of asset has been decided

C4. Destruction



Responsibility

Quality Record

AAO(PAMU)

AAO(PAMU) / AA(PAMU)

AAO(PAMU) / AA(PAMU)

AAO(PAMU) / AA(PAMU)

Attachment 3:
Borang Laporan Lembaga
Pemeriksa

Assets Register

PENGANTARAN

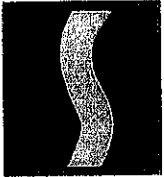
OUTPUT

PROCESS OUTPUT:

- Proper disposal

REFERENCE DOCUMENTATION:

- None

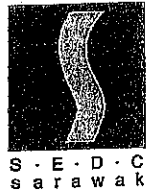


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REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
1.	<ul style="list-style-type: none">• Cover Page - Change of General Manager's name• Page 3 - Abbreviations – Amend Legal Affairs Division to Legal Affairs & Secretarial Services Division
2.	<ul style="list-style-type: none">• Page 3 - Abbreviations – Amend Legal Affairs & Secretarial Services Division to Legal Affairs Division
3.	<ul style="list-style-type: none">• Page 2, 3 and 8 – Change Management Executive Meeting (MEM) to Management Executive Committee (MEC)• Page 2, Item 3 Part (e) & Page 3, Part 4 – Change DGM (COS) to DGM• Page 2, Item 3 Part (f) – Change DGM (COS) to DIR(IQD) and Add DIR(IQD) to Part 4 (Abbreviation)



REQUEST FORM
☺ REPAIR / MAINTENANCE REQUIREMENT ☺

SECTION 1 – FOR USER COMPLAINANT

- Item NON IT PRODUCT (To: HRA)
 IT PRODUCT (To: ICT)
 BUILDING MAINTENANCE (To: ENG)

Please tick (✓) the above and send to the Division for action

Problem(s) : _____
 Location/Division : _____
 Reported By : _____

Signature: _____
 Date : _____

SECTION 2 – FOR HRA/ICT/ENG DIVISION

Action Taken/Remarks _____

Name : _____ Signature : _____
 (Authorized Officer) Date : _____

Verified by User: _____ Signature : _____
 Date : _____

SECTION 3 – TO RELEVANT DIVISION

Do you agree to proceed with the repair/servicing works at the estimated cost as require above?

Please tick (✓)

IF YES - Please issue requisition form and return together with this form to HRA for issuing of purchase & Service Order (PSO)

NO - Return to HRA/ICT/ENG for record

Name : _____
(Director / Authorized Officer)

Signature : _____
Date : _____

SECTION 4 – FOR PROCUREMENT & SUPPLIES

Action Taken/Remarks : _____

Estimated Cost : RM _____

Name : _____
(Authorized Officer)

Signature : _____
Date : _____

Nama Agensi:

FORMAT LAPORAN LEMBAGA PEMERIKSA

No. Siri: _____

SEKSYEN AKepada: _____
(Pengurus Besar)

Kelulusan tuan untuk melakukan pemeriksaan ke atas barang-barang yang rosak seperti di Lampiran A2 adalah dipohon.

Cawangan/Bahagian:

Tandatangan:.....

Tarikh:.....20.....

Jawatan:(Pemula): *
Ketua Bahagian/Jabatan/Seksyen/Unit/Cawangan

SEKSYEN B (DILENGKAPKAN DALAM SATU MINGGU)

Kepada: _____ (Pengerusi Lembaga Pemeriksa)
..... (Bahagian/Jabatan/Seksyen/Unit)

Kelulusan adalah diberi kepada Lembaga Pemeriksa untuk menjalankan pemeriksaan ke atas barang-barang seperti di Lampiran A2. Sila maklumkan ahli-ahli Lembaga berhubung perlantikan mereka dan tarikh serta masa pemeriksaan akan dijalankan. Tarikh dan masa tersebut hendaklah diatur dengan Permula.

<u>Pengarah, HRA</u>	(Ahli Lembaga Pemeriksa)
<u>Pengarah, IAD</u>	(Ahli Lembaga Pemeriksa)
<u>Pengarah, ENG</u>	(Ahli Lembaga Pemeriksa)
<u>Pengarah, ICT</u>	(Ahli Lembaga Pemeriksa)

Tarikh:.....20.....

Tandatangan:.....
(Pengurus Besar)

SEKSYEN C (DILENGKAPKAN DALAM DUA MINGGU)Kepada: _____
(Pengurus Besar)

Lembaga telah melakukan pemeriksaan dan komen serta cadangan kami adalah seperti di Lampiran A2.

Tarikh:.....20.....

Tandatangan:.....
(Pengerusi Lembaga Pemeriksa)

SEKSYEN D (DILENGKAPKAN DALAM SATU MINGGU)

Kepada: _____ (Pengerusi Lembaga Pemeriksa)

Saya bersetuju/tidak bersetuju* dengan cadangan Lembaga dan mempunyai komen seperti berikut:

.....

Tarikh:..... 20.....

Tandatangan:.....

(Pengurus Besar)

SEKSYEN E (DILENGKAPKAN DALAM DUA MINGGU)

Kepada.....(Pegawai Mengawal)

1. Barang-barang berikut hendaklah terus digunakan:

.....

2. Barang-barang berikut diserahkan kepada agensi lain:

.....

3. Barang-barang berikut hendaklah dijual:

.....

4. Barang-barang berikut hendaklah dimusnah:

Item No:.....

Tarikh:..... 20.....

Tandatangan.....

(Setiausaha Kewangan Negeri)

SEKSYEN F (DILENGKAPKAN DALAM TEMPOH TIGA BULAN)

SIJIL PELUPUSAN

Kepada:.....(Pengarah Audit Dalam)

1. Barang-barang berikut masih terus digunakan:

.....

2. Barang-barang berikut telah diserahkan kepada agensi berkenaan:

.....

3. Barang-barang berikut telah dijual:

.....

No. Resit atau no. baucar pembayaran.....

Tarikh.....20.....

4. Barang-barang berikut telah dimusnahkan seperti yang diarahkan.

Sijil/surat pengesahan pegawai yang menyaksikan pemusnahan dikepulkan.

Tarikh:.....20.....

Tandatangan:.....(Pemula)

Jawatan:.....

ATTACHMENT 3

TENDER FORM

TENDER ON THE SALE OF SEDC'S USED ASSETS

Tender No.: _____

Name of Company / Individual : _____
 Company Registration No. / Identity Card No. : _____
 Registered Address : _____
 Date : _____
 Contact No. : _____

To:

General Manager
 Sarawak Economic Development Corporation
 C/o Legal Affairs Division
 10th Floor, Menara SEDC
 Lot 2878, The Isthmus
 93050 Kuching

Dear Sir,

TENDER ON THE SALE OF SEDC'S USED ASSETS

No.	Assets No.	Date of Purchase	Description	Reserve Price inclusive of GST 6% (RM)	Tender Deposit (RM)	Please tick (✓)	Offer Price inclusive of GST 6% (RM)

Note: Please tick (✓) against the assets that you wish to tender only.

Having examined and inspected the above assets at _____ on _____ and all relevant documents thereon, We / I, the undersigned, hereby offer to purchase the same on an "as is where is" basis for the following sum(s) of RM _____ (Ringgit Malaysia: _____) only which tender sum(s) is / are inclusive of the respective reserved price(s) subject to the terms and conditions stipulated in the tender document.

ATTACHMENT 3

Enclosed herewith cash or bank draft no. _____ for the total of RM _____ (Ringgit Malaysia: _____ only) being earnest money and tender deposit being 10% of the reserve price(s) of the assets. We / I agree that you shall be entitled to forfeit our / my deposit to you on the terms as stated in the tender document.

We / I agree to abide by our / my tender for a period of _____ calendar days from the date fixed for receiving the same and it shall remain binding upon us / me and may be accepted at any time before the expiry of that period.

We / I further agree that our / my tender together with your Letter of Acceptance shall constitute a legally binding contract between us / me and that you are not bound to accept the highest bid on this tender.

Thank you.

Yours faithfully,

.....
Signature of Authorized Personnel
Affixed with common seal/stamp / Individual

Signature of Witness : _____
Name : _____
Identity Card No. : _____
Address : _____

IMPORTANT NOTES:
THE FORM OF TENDER AND DECLARATION OF BONA FIDE COMPETITIVE TENDER SHALL BE DULY COMPLETED AND SIGNED. OTHERWISE, SUBMITTED TENDER MAY BE DISQUALIFIED

ATTACHMENT 4

QUOTATION FORM ON THE SALE OF SEDC'S USED ASSETS

Quotation No.: _____

No.	Item	Quantity	Offer Price (RM) inclusive of GST 6%
	Total Amount (RM)		

Name of Company / Individual : _____

Address : _____
: _____
: _____

Authorised Signature of affixed with
common seal/stamp / Individual : _____

Name in full : _____

Designation : _____

Date : _____

Contact No. : _____

ATTACHMENT 5

(Sample of Invitation Letter to Bidder)

File Reference:

Date:

Name & Address of Bidders

Dear Sir,

INVITATION TO QUOTE FOR SEDC'S USED ASSETS AT _____

We are pleased to invite your company to quote for SEDC's used assets at _____ . The items are listed in _____

The items can be viewed at _____ with prior arrangement with the officers in-charge , _____ at contact no. _____ of _____

Tender Document can be obtained from the office of _____

from _____ onwards upon payment in a form of cash or bank draft "AC Payee Only" made payable to **SARAWAK ECONOMIC DEVELOPMENT CORPORATION** for _____

Tender must be submitted in a sealed plain envelope clearly marked at its top right-hand corner "**TENDER ON THE SALE OF SEDC'S ASSETS**" addressed to:-

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

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

ATTACHMENT 5

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 parties / companies shall be considered.

Thank you.

"BERSATU BERUSAHA BERBAKTI"

"COMMITTED TO EXCELLENCE"

Yours sincerely,

for General Manager
SARAWAK ECONOMIC DEVELOPMENT CORPORATION

Encl.

ATTACHMENT 6

(Sample of Invitation Letter to Bidder)

File Reference:

Date:

Name & Address of Bidders

Dear Sir,

LETTER OF ACCEPTANCE FOR QUOTATION / TENDER ON SALE OF SEDC'S USED ASSETS

We are pleased to inform you that your quotation / tender on the above in a total sum of RM _____ (Ringgit Malaysia: _____) is hereby accepted subject to the terms and conditions stipulated in the Quotation / Tender Document upon which the quotation / tender is based.

Kindly arrange your payment in cash or bank draft "AC Payee Only" made payable to **SARAWAK ECONOMIC DEVELOPMENT CORPORATION** in the sum of RM _____ (Ringgit Malaysia: _____).

The handing over of the assets will be done after we receive the above payment from you. Any cost incurred on the handing over shall be borne by you.

This Letter of Acceptance together with your tender shall constitute a legally binding contract between your goodself and our Corporation.

Kindly confirm your acceptance of the offer by signing the original and duplicate copy of this letter and return the original to our office within **seven (7) working days** from the date of Letter of Acceptance.

Thank you.

"BERSATU BERUSAHA BERBAKTI"

"COMMITTED TO EXCELLENCE"

Yours sincerely,

for General Manager

SARAWAK ECONOMIC DEVELOPMENT CORPORATION

ATTACHMENT 6

LETTER OF ACCEPTANCE FOR TENDER ON SALE OF SEDC'S USED ASSETS

We, _____,
hereby confirm our acceptance of the offer in the sum of RM _____
(Ringgit Malaysia: _____) as stipulated vide your letter
_____ and a duplicate copy has been retained.

.....
Authorised Signature of Supplier
affixed with common seal/stamp

.....
Signature of Witness

.....
Name in Full

.....
Name in Full

.....
In Capacity of

.....
Occupation

Date:

(Sample of Invitation Letter to Bidder)

File Reference:

Date:

Name & Address of Bidders

Dear Sir,

QUOTATION / TENDER ON SALE OF SEDC'S USED ASSETS

With reference to the above tender, we regret to inform that your quotation / tender was unsuccessful. However, we would like to thank you for your interest in participating in the above quotation / tender exercise.

Kindly send to us the original receipt of the refundable quotation / tender deposit to Human Resource and Administration Division, 8th Floor, Menara SEDC for processing of refund of the deposit.

Thank you.

"BERSATU BERUSAHA BERBAKTI"

"COMMITTED TO EXCELLENCE"

Yours sincerely,

for General Manager

SARAWAK ECONOMIC DEVELOPMENT CORPORATION