



MEMO

To : Distribution List
From : Procurement, Group Financial Services
Ref. : 32-05/2016/PROC/ACY/saj/srn
Date : 16 May 2016
Subject : **NEW RFP (Request For Purchase) FORM FOR DIRECT AWARD (APPENDIX A)
REVISED RFP FORM FOR SOURCING (APPENDIX B)**

Objectives:

- To have clear segregation between the two (2) different sourcing methods.
- To improve inter-department communication especially with regards to procuring via direct award.

Form applicability:

For purchases above RM5K, as per FLAG:

- For direct award by UMWC departments/divisions – Form to be used is as per Appendix A.
- For procuring via sourcing for UMWC departments/divisions – Form is as per Appendix B.
- Request for direct award must be accompanied by a proposal paper justifying the purchase.

Methodology:

- Completed forms are to be submitted to Procurement, for the attention of Pn Rosemary (ext. 5059).
- The final report (which shall be prepared by Procurement) together with approval as per the FLAG shall be forwarded to the user/user department for purchase requisition (PR) purposes. Subsequently, the Purchase Order (PO) shall be issued by Procurement from the PTP system.

Attached herewith are the RFP forms to be used effective from 1 June 2016:

- Request for Purchase (RFP) – Direct Award (**Appendix A**)
- Request for Purchase (RFP) – Sourcing (**Appendix B**)

We look forward to your adherence together with your continuous support and cooperation.

Thank you.

Azmin Che Yusoff
Group Chief Operating Officer /
Executive Director, Group Financial Services



UMW CORPORATION SDN BHD DISTRIBUTION LIST

Management Committee Members (UMWC)

En Badrul Feisal Abdul Rahim	-	President & Group CEO
En Azmin Che Yusoff	-	Group Chief Operating Officer & Group Financial Services
Pn Juliah Nik Jaafar	-	Group Human Resource
Dr Wafi Nazrin Abdul Hamid	-	UMW Land
Pn Roza Shahnaz Omar	-	Group Strategy
En Muzafar Munzir	-	Group Management Services

Corporate Division Heads

En Mazlan Abdul Samad	-	General Services & Travel
Pn Fadzilah Samion	-	Corporate Secretarial/Corporate Governance
Cik A'likah Ahmad	-	Group Financial Services
En Ahmad Al Juhari	-	Transformation Management Office (TMO)
En Shamsul Abdul Jabar	-	Group Risk Management
Pn Norchahya Ahmad	-	Group Internal Audit Division
Mr Eric Chew Kar Kean	-	Property Development
En Mohd Anuar Mohd Isa	-	Property Division, Asset & Facilities
En Zoelaney Abid	-	Group Corporate Development
En Mohd Shahrudin Mohd Izzuddin	-	Group IT Division
Mr S Vikneshwaran	-	Investor Relations & Sustainability
En Badrul Shah Abdul Rahman	-	Corporate Comm, Public Affairs/ CSR
Pn Adleen Abdullah	-	Group Legal
En Husaini Sulaiman	-	Group Integrity
En Ku Mahadzir Ku Yahya	-	Group Compliance
Pn Mazuin Mohammad	-	Group Insurance Division
Pn Nor Dalila Mohd Dali Jinah	-	President & Group CEO's Office

Human Resources

En Zainal Mat Aini	-	Group Human Resource, Training & Development
En Mohd Nasir Ujang	-	Group Human Resource, Human Capital
Mr Lim Hai Ming	-	Group Human Resource, Human Capital
En Abdul Aziz Mohd Edar	-	Group Human Resource, HSE/Group Marshal & Special Force



REQUEST FOR PURCHASE (RFP) - DIRECT AWARD

- For request through Advisor, User to complete Section A. Advisor will complete Section B.
- For Direct Request, User to complete Section A & B.

SECTION A - BUDGET

REQUEST FOR PURCHASE (ADVISOR)	PERSON-IN-CHARGE (PIC)	VALUE (ESTIMATED)	BUDGET (Please attach approved budget allocation or provide budgeted amount)
<input type="checkbox"/> Property Division <input type="checkbox"/> Corporate Communications <input type="checkbox"/> Group IT Division	Name: Designation: Department: Date:	<input type="checkbox"/> Request for Quotation (RFQ) >RM5K to RM100K <input type="checkbox"/> Request for Tender (RFT) >RM100K to RM1M <input type="checkbox"/> TC >RM1M	<input type="checkbox"/> YES Amount : RM _____ <input type="checkbox"/> NO (Enclosed approval documentation)

SECTION B - PARTICULARS

SUBJECT : _____

ADVISOR/REQUESTOR : _____

DEPARTMENT/DIVISION : _____

DATE REQUIRED (PROCUREMENT APPROVAL) : _____

Check List Before Submission to Procurement (*compulsory)
 Please tick (v) where applicable.

	User	Procurement		User	Procurement
1. *Justification Paper			- *Signed by vendor/ 'Computer Generated' clause		
- *Project Title			- *Payment terms (Remark: _____)		
- *Scope of work			- *Price variation (Remark: _____)		
- *Support & maintenance			- *Payment currency (Remark: _____)		
- *Warranties & defect (Remark: _____)			- *Method of ordering (Remark: _____)		
- *Total Project Value			- *Completion date (Remark: _____)		
(i) Capex : Approval amount including GST (RM _____); or			- *Mode of delivery (Remark: _____)		
(ii) Opex : Approval amount excluding GST (RM _____)			4. Supplier performance review (incumbent supplier only)		
- *Sign off by user/requestor			5. Prior Year Purchase Summary, Min 2 years (attached)		
- *Approved by GM, user/requestor <RM 50,000.00			6. Contract (if applicable)		
- *Approved by ED, user/requestor >RM 50,000.00			- Performance bond (Remark: _____)		
- *Approved by PGCEO, user/requestor >RM 500,000.00			- Retention sum (Remark: _____)		
- *Name, Designation, Division/Company of signatories			- LAD (Remark: _____)		
2. *Requestor Approved Budget			- Deliverables (Remark: _____)		
3. *Quotation/Bill of Material/Bill of Quantity					
- *Signed by user					

SECTION C - FOR PROCUREMENT USE

Ref no. : CP / / / / / / / / / / / / / /

SIGNATORIES	CHECKED BY	VERIFIED BY	ACCEPTED BY
SIGNATURE			
NAME			
DESIGNATION			
DATE			

Please tick (v) where applicable.

- | | | |
|---|--|--|
| 1. Return due to incomplete (if applicable) | | |
| 2. Received amended report from requestor | | |
| 3. Return date rejected by GM, Procurement | | |
| 4. Received amended report from requestor | | |
| 5. Return date after GM's acknowledged | | |
| 6. Cancellation | | |

Remarks





REQUEST FOR PURCHASE (RFP) - SOURCING

- For request through Advisor, User to complete Section A
Advisor will complete Section B.
- For Direct Request, User to complete Section B.

SECTION A - BUDGET

REQUEST FOR PURCHASE (ADVISOR)	PERSON-IN-CHARGE (PIC)	VALUE (ESTIMATED)	BUDGET (Please attach approved budget allocation or provide budgeted amount)
<input type="checkbox"/> Property Division <input type="checkbox"/> Corporate Communications <input type="checkbox"/> Group IT Division	Name: Designation: Department: Date:	<input type="checkbox"/> Request for Quotation (RFQ) < RM100K (Approval by Manager) <input type="checkbox"/> Request for Tender (RFT) > RM100K (Approval up to H.O.D - JG19 above)	<input type="checkbox"/> YES Amount: RM _____ <input type="checkbox"/> NO (Enclosed approval documentation)

SECTION B - PARTICULARS

SUBJECT : _____

ADVISOR/REQUESTOR : _____

DEPARTMENT/DIVISION : _____

DATE REQUIRED/DELIVERY DATE : _____

Check List Before Submission to Procurement (*compulsory).
Please tick (v) where applicable.

- *Approved/finalized specification
- HSE acknowledged
- *Suggested bidders (as per Procurement format)

User	Procurement
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Note: Upon complete documentation
 - All RFQ will take at least 5 working days to float and close
 - All RFT will take at least 10 working days to float and close

PARTICULARS OF PRODUCT/ITEMS/SERVICES/PROJECT

NO	DETAIL DESCRIPTION	QUANTITY REQUIRED	RECOMMENDED BRAND/MODEL	ESTIMATED COST (EXCLUDE GST)

Note: Should the space provided is insufficient, Requestor/Advisor may use separate paper, and nevertheless the format shall be maintained.

If a specific brand or model is required, please justify :

SIGNATORIES	PREPARED BY	VERIFIED BY	APPROVED BY
SIGNATURE			
NAME			
DESIGNATION			
DATE			

SECTION C - FOR PROCUREMENT USE

Ref no. : CP / / / / / / / / / /

SIGNATORIES	CHECKED BY	VERIFIED BY	ACCEPTED BY
SIGNATURE			
NAME			
DESIGNATION			
DATE			

Document Flow:

