

PTP CHECKLIST : DOCUMENT CHECKLIST FOR PTP SYSTEM

| DA < RM5K | DA > RM5K | SOURCING | MAINTENANCE OR LICENSE RENEWAL | VARIATION ORDER (VO) | RATIFICATION PAPER | ITEMS | YES / NO | REMARKS |
|-----------|-----------|----------|--------------------------------|----------------------|--------------------|--|----------|---------|
| | ✓ | | ✓ | ✓ | ✓ | Approved Request for Purchase (RFP) - Direct Award Form (i.e. EXCLUDE cases which have any ongoing contract and non-procurement items) | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Quotation / Proposal submitted by vendor must be signed or computer generated. | | |
| | ✓ | | ✓ | ✓ | ✓ | Approved Justification Report as per FLAG. | | |
| | ✓ | ✓ | ✓ | ✓ | ✓ | Quotation / Proposal need to be sign-off / acknowledge by receiver. | | |
| ✓ | ✓ | | | | | Quotation / Tax Invoice / Proposal need to be approved as per FLAG . | | |
| | | ✓ | If applicable | If applicable | If applicable | Approved Evaluation Report as per FLAG for sourcing done by Group Procurement. | | |
| | | | | | | Please check important details on Quotation / Tax Invoice / Proposal / Agreement OR any related supporting documents for the request as listed below: | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Validity period (if applicable). | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Currency | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Fees / Payment Milestone / Payment Terms / Tax Invoice / Proposal vs RFP is equal. | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Quantity in Quotation / Tax Invoice / Proposal vs Quantity in RFP is equal. | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Grand total of the RFP / PR vs any related supporting document is equal. | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Out of Pocket Expenses (OPE) should be capped, either in value (i.e. base on currency) or percentage (%) basis. (If applicable) | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Approved budget for <u>CAPEX / OPEX</u> NOTE : Effective 1st September 2018, the application of authority limits in FLAG are inclusive of SST amount. (IOM ref. no.: 18/12-ACY/km) | | |
| | | | | | | Items to check in Contract / LOA (continuation of services after contract expired): | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Validity of contract | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Signed by both parties (UMW and Vendor) | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Price / Scope of Works / Service Fees / Payment Milestone (usually attached with Contract / LOA) | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Invoices and Payment Terms | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Contract drawdown summary. (If applicable) | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Out of Pocket Expenses (OPE). (If applicable) | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Performance Bond or Retention Money or Liquidated Ascertained Damages. (If applicable) - Refer to PG, clause 6.2.1, clause 6.2.2 and clause 6.2.5 | | |
| | ✓ | ✓ | ✓ | ✓ | If applicable | • Currency | | |
| | | | | | | NOTE: RFP remark column need to include / complete the important details as listed below: | | |
| ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | • Expected delivery date for issuance Purchase Order : (five (5) working days after RFP approved) . • Person In Charge (PIC) : Vendor • Telephone No.: Vendor • H/P: Vendor • Fax No.: Vendor • Email : Vendor • Quotation / Tax invoice / Proposal / Agreement or any supporting document reference no : (If applicable) | | |