

**PTP CHECKLIST : DOCUMENT CHECKLIST FOR PTP SYSTEM**

DA < RM5K	DA > RM5K	SOURCING	MAINTENANCE OR LICENSE RENEWAL	VARIATION ORDER (VO)	RATIFICATION PAPER	ITEMS	Please tick (✓) if applicable
	✓		✓	✓	✓	Approved <b>Request for Purchase (RFP) - Direct Award Form</b> (i.e. <b>EXCLUDE</b> cases which have any ongoing contract and non-procurement items)	
✓	✓	✓	✓	✓	✓	Quotation/Tax Invoice/Proposal submitted to UMWC by vendor must be signed or computer generated.	
	✓		✓	✓	✓	Approved <b>Justification Report</b> as per FLAG.	
	✓	✓	✓	✓	✓	Quotation/Proposal need to be <b>sign-off/acknowledge</b> by receiver.	
✓						Quotation/Proposal need to be <b>approved as per FLAG at vendor Quotation/Proposal</b> .	
		✓	If applicable	If applicable	If applicable	Approved <b>Evaluation Report</b> as per FLAG for sourcing done by Procurement.	
	✓	If applicable	✓	✓	✓	Approved Supplier Performance Review (SPR) by respective H.O.D (exceed passing marks: 50% and above)	
						Please check important details on Quotation/Tax Invoice/Proposal from vendor as listed:	
✓	✓	✓	✓	✓	✓	● Validity period (if applicable).	
✓	✓	✓	✓	✓	✓	● Currency	
✓	✓	✓	✓	✓	✓	● Fees/Payment Milestone/Payment Terms on Quotation/Tax Invoice/Proposal vs RFP is equal.	
✓	✓	✓	✓	✓	✓	● Out of Pocket Expenses (OPE) should have capping (i.e. either in % or Currency) (If Applicable).	
✓	✓	✓	✓	✓	✓	● Quantity in Quotation/Tax Invoice/Proposal vs quantity in RFP is equal.	
✓	✓	✓	✓	✓	✓	● Clarify total amount (quantity x price per unit + GST (if applicable)) on Quotation/Tax Invoice/Proposal vs total amount in RFP is equal.	
✓	✓	✓	✓	✓	✓	● GST charges & GST Registration No. (Applicable for GST registered companies only).	
✓	✓	✓	✓	✓	✓	Approved CAPEX form - Amount approved must be <b>include GST</b> , refer to IOM dated 20 April 2015 from ACY. * <b>Note: Non-budgeted refer to FLAG book under CAPEX section on page 5 of 6.</b>	
✓	✓	✓	✓	✓	✓	Approved budget for OPEX. * <b>Note: For OPCOs/SBUs email confirmation can be considered as a formal budget document.</b>	
	✓	✓	✓	✓	✓	For UMWC cases which applicable for contract with value > RM100K up to RM5Million, to include Pre-Contract Verification Form.	
						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 any)	
	✓	✓	✓	✓	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	
✓	✓	✓	✓	✓	✓	<b>Remark column</b> , please check important details as listed: ● Expected delivery date for issuance Purchase Order ( <b>five (5) working days after RFP approved</b> ). ● Person In Charge (PIC) : <b>Vendor</b> ● Telephone No : <b>Vendor</b> ● HP : <b>Vendor</b> ● Fax No : <b>Vendor</b> ● Email : <b>Vendor</b> ● GST registration no : <b>Vendor</b> (if applicable) ● Quotation/Tax invoice/Proposal reference no : (if applicable) ● Warranty and defect (if applicable)	