

Request for Pre-Contract Verification

UMW Corporation Sdn Bhd Department: Procurement Unit/Section: Contract and Invoice Verification		Form Reference: PCV001	
		Rev: 01	
A. To Be Completed By the Requesting Division / Department			
Company:			
Division / Department:			
Please select if the contract is from sourcing of direct award job.			
<input type="checkbox"/> Sourcing	Date Approved:	<input type="checkbox"/> Direct Award	Date Approved:
Project Name/Title :		<input type="checkbox"/> CAPEX <input type="checkbox"/> OPEX	
Kindly indicate the document reference no. <input type="checkbox"/> Sourcing Reference: CP/ <input type="checkbox"/> TC Reference: TCPD			
To submit following documents in soft and hard copy for pre-contract verification process:			
Execution of contract by ED: <input type="checkbox"/> User's Requirement/BOQ/BOM <input type="checkbox"/> Draft contract either Supply & Purchase or Services <input type="checkbox"/> Final supplier's proposal (i.e. Final bids/Final quotation) <input type="checkbox"/> Evaluation report from Procurement / Direct Award justification report <input type="checkbox"/> Pre-Contract Verification Form		Execution of contract by P/GCEO or GCOO: <input type="checkbox"/> User's Requirement/BOQ/BOM <input type="checkbox"/> Draft contract either Supply & Purchase or Services <input type="checkbox"/> Final supplier's proposal (i.e. Final bids/Final quotation) <input type="checkbox"/> Evaluation report from Procurement/ Direct Award justification report / Recommendation report for Tender Committee <input type="checkbox"/> TC endorsement Form <input type="checkbox"/> Pre-Contract Verification Form	
Contract Value :		Contract Value :	
Contract Period :		Contract Period :	
Supplier Name :		Supplier Name :	
Requesting Department endorsement			
Submitted By:		Endorsed By:	
Manager Date:		General Manager Date:	

B. Update By Procurement Department

- Documents rejected
- Documents completed
- Start verification
- Discussion with user
- Complete verification with HOD endorsement on the verification form
- Meet SLA _____ days
- Not Meeting SLA _____ days

Date :
Date :
Date :
Date :
Date :

Verified By:

Endorsed By:

Contract, Executive
Date:

Senior Manager
Date:

Final Contract Received from User

Date _____

C. Pre-Contract verification cut-off point

The cut-off point for pre-contract verification process by procurement:

- a) After evaluation report has been finalised and
- b) Before submission of "Contract Vetting Form" to Group Legal, UMWC.
- c) Before LOA/Contract execution by ED
- d) Before LOA/Contract execution by P/GCEO or GCOO

