

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			7. CI Compliance acknowledged by Brand Management Unit		
- *Signed by user			8. HSE acknowledged (Civil, M&E & Property)		

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
