

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.

	User	Procurement
1. *Approved/finalized specification	<input type="checkbox"/>	<input type="checkbox"/>
- *HSE acknowledged (Civil, M&E and Property)	<input type="checkbox"/>	<input type="checkbox"/>
- *CI Compliance acknowledged by Brand Management Unit	<input type="checkbox"/>	<input type="checkbox"/>
2. *Suggested bidders (as per Procurement format)	<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:

