

4. Restricted Tender — this method is only practised for items which have only a few or limited number of manufacturers/suppliers and after obtaining approval from the Ministry of Finance. This tender will be restricted to only these known manufacturers/suppliers.

5. Direct Negotiation — this method is only practised for items which have a sole manufacturer/supplier and after obtaining approval from the Ministry of Finance. The sole manufacturer/supplier will be invited for direct negotiations.

QUOTATION PROCESS

The process is as follows:

1. Supply Division would invite at least five suppliers registered with the Ministry of Finance to participate. Those invited would have to send their bids within the period stipulated to that Division and their samples/brochures to the Technical Inspectorate Branch at Batu Cantonment.

2. The samples/brochures offered are then evaluated by the appropriate authority.

3. The evaluation report with the quotation brief is then tabled before the Quotation Board for consideration.

4. The successful supplier is notified and invited for contract negotiation.

5. The contract is then signed.

TENDER PROCESS

The process is as follows:

1. Supply Division would advertise in the local newspapers and in the case of International Tenders also through

Foreign Embassies/High Commissions inviting suppliers to submit bids and samples within the minimum period of 21 days for local tenders and 56 days for international tenders. Generally all contract pre-requisites with regard to price, specifications, deliveries, training requirements, countertrade, transfer of technology, and the general terms and conditions of government contracts are included in the tender forms.

2. All tender documents are to be submitted to Supply Division and samples/brochures to the Technical Inspectorate Branch at Batu Cantonment.

3. The tender documents are opened by a Tender Scheduling Committee.

4. The samples/brochures offered are then evaluated by the appropriate authority.

5. The evaluation report and tender brief are then tabled before the Tender Board for consideration.

6. There are two Tender Boards as follows:—

a. Tender Board A — 500,000 ringgit to 5,000,000 ringgit.

b. Tender Board B — 50,000 ringgit to 500,000 ringgit.

7. The successful tenderer would then be invited to negotiate the terms of contract.

8. The contract is then signed.

Conclusion

The procurement procedure is well laid out to ensure that the Ministry implements Government policies and at the same time it strives to get best value for money for all its purchases.