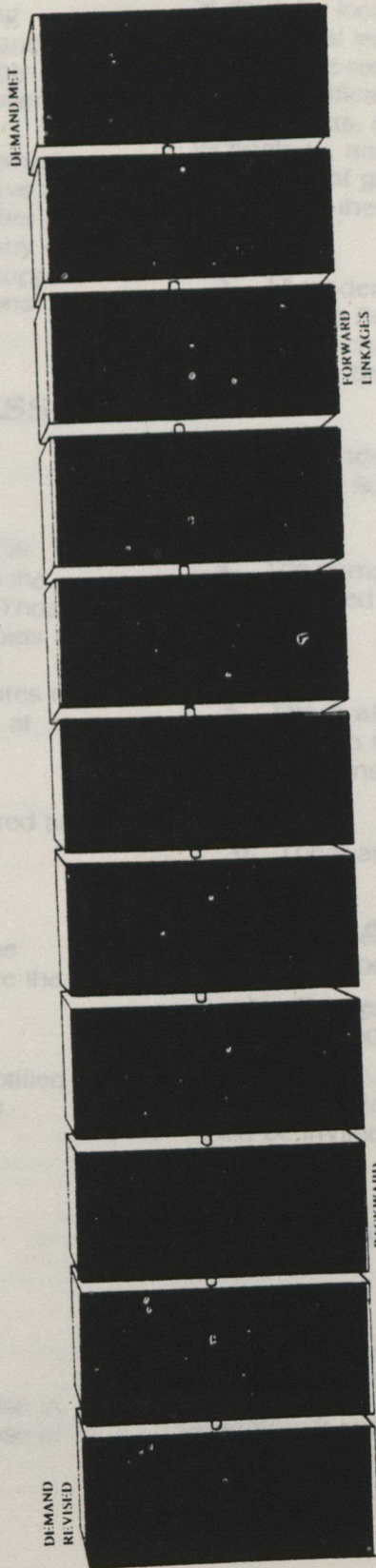


# PROCUREMENT CONCEPT



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 these known manufacturers/suppliers.

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

## QUOTATION PROCESS

- The process is as follows:
1. Supply Division would advise the local newspapers and in the case of international tenders also through the Embassy/High Commissions asking suppliers to submit bids and samples within the minimum period of 14 days for tenders and 56 days for tenders. Generally all requirements with regard to specifications, deliveries, training, countertrade, transfer of technology and the general terms and conditions of government contracts are included in the tender forms.
  2. The tender documents are to be supplied to the Supply Division and forwarded to the Technical Branch at Batu Caves.
  3. The tender documents are opened by the Tendering Committee.
  4. The samples/brochures offered are evaluated by the appropriate authority.
  5. The evaluation report with the recommendation is tabled before the Tender Board for consideration.
  6. The successful tenderer would be invited to negotiate the terms of the contract.
  7. The contract is then signed.

## TENDER PROCESS

- The process is as follows:
1. Supply Division would advise the local newspapers and in the case of international tenders also through

Embassy/High Commissions asking suppliers to submit bids and samples within the minimum period of 14 days for tenders and 56 days for tenders. Generally all requirements with regard to specifications, deliveries, training, countertrade, transfer of technology and the general terms and conditions of government contracts are included in the tender forms.

The tender documents are to be supplied to the Supply Division and forwarded to the Technical Branch at Batu Caves.

The tender documents are opened by the Tendering Committee.

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

The evaluation report with the recommendation is tabled before the Tender Board for consideration.

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

The contract is then signed.

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