

FIN-PUR-01
Revision: 00
Effective Date:
03/01/2012

Annual Declaration

APPENDIX A

DECLARATION BY IIUM STAFF WHO IS INVOLVED IN IIUM PROCUREMENT

I,
NRIC No. (Civilian/Military/Police) hereby sincerely
declare that:

- a) I shall abstain myself from any corrupt practices with any person(s) directly or indirectly engaged with any procurement;
- b) I shall not collude with any party, that may affect the transparency and fairness during any procurement process and during the contract implementation period;
- c) I shall declare to the relevant authority should there is any conflict of interest in the course of carrying out my duties which may affect the transparency and fairness during any procurement process;
- d) If there is any attempt of bribery from any party, I shall immediately lodge a report at the Malaysian Anti-Corruption Commission (MACC)'s office or at the nearest police station. I am aware that failure to do so is an offence under the Malaysian Anti-Corruption Commission Act 2009 [Act 694];

I shall not divulge any confidential information related to Government Procurement or any procurement as deemed by University unless determined otherwise to any party in accordance to the Official Secrets Act 1972 [Act 88];

I shall immediately declare to the Head of Department if any of my family member(s) or close relative(s) has any interest in any procurement activity undertaken by me; and

- e) I duly understand that if I breach any terms of this Declaration, I shall be subjected to IIUM Staff Disciplinary Rules.

Name	:	Name of witness*	:
NRIC NO	:	NRIC NO	:
DESIGNATION	:	DESIGNATION	:
SIGNATURE	:	SIGNATURE	:
DATE	:	DATE	:

*witnessed by the Head of Department

DECLARATION BY MEMBERS OF PROCUREMENT RELATED COMMITTEES*

We, as per list below hereby sincerely declare that:

- a) We shall abstain ourselves from any corrupt practices with any person(s) directly or indirectly engaged with this tender/quotation _____ dated _____
- b) We shall not collude with any party, that may affect the transparency and fairness during the procurement process;
- c) We shall declare to the relevant authority should there is any conflict of interest in the course of carrying out our duties which may affect the transparency and fairness during the procurement process;
- d) If there is any attempt of bribery from any party, we shall immediately lodge a report at the Malaysian Anti-Corruption Commission (MACC)'s office or at the nearest police station. We are aware that failure to do so is an offence under the Malaysian Anti-Corruption Commission Act 2009 [Act 694];

We shall not divulge any confidential information related to Government Procurement or any procurement as deemed by University unless determined otherwise to any party in accordance to the Official Secrets Act 1972 [Act 88];

We hereby declare that none of our family member(s) or close relative(s) has any interest in any procurement activity undertaken by us; and

- e) We duly understand that if we breach any terms of this Declaration, we shall be subjected to IIUM Staff Disciplinary Rules.

No.	Name	NRIC No.	Designation	K/C/D/I	Signature
1.					
2.					
3.					
4.					
5.					
6.					

7.					
8.					
9.					
10.					

Procurement Related Committees are as follows:

- i. Specification Committee
- ii. Tender/Quotation Opening Committee
- iii. Evaluation Committee -Technical and/or Financial
- iv) Price Negotiation Committee
- v) Other procurement related committees

DECLARATION BY MEMBERS OF PROCUREMENT RELATED COMMITTEES UPON COMPLETION OF DUTIES

We, as per list below hereby sincerely declare that:

We have performed our duties as a member of _____
_____ dated _____

- a) without having any personal or vested interest, being influenced by any other party/parties or involved in any corrupt practices/gratification as defined in Malaysian Anti-Corruption Commission Act 2009 [Act 694];
- b) None of our family member(s) or close relative(s) has any interest in any procurement activity undertaken by us;
- c) We shall not divulge any confidential information related to this procurement to any other party/parties in accordance to the Official Secrets Act 1972 [Act 88]; and
- d) We duly understand that if we breach any terms of this Declaration, we shall be subjected to IIUM Staff Disciplinary Rules.

No.	Name	NRIC No.	Designation	K/C/D/I	Signature
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8.					
9.					
10.					

Procurement Related Committees are as follows:

- i. Specification Committee
- ii. Tender/Quotation Opening Committee
- iii. Evaluation Committee -Technical and/or Financial
- iv. Price Negotiation Committee
- v. Other procurement related Committees

DECLARATION BY MEMBERS OF PROCUREMENT BOARDS/COMMITTEES

We, as per list below hereby sincerely declare that:

- a) We shall abstain ourselves from any corrupt practice with any person(s) directly or indirectly in discharging our duties as a member of _____
_____ dated

- b) We shall not collude with or be influenced by any party in discharging our duties;
- c) We shall divulge any personal or vested interest in writing and withdraw ourselves from any decision making;
- d) If there is any attempt of bribery from any party, we shall immediately lodge a report at the Malaysian Anti-Corruption Commission's (MACC) office or at the nearest police station. We are aware that failure to do so is an offence under the Malaysian Anti- Corruption Commission Act 2009 [Act 694]; and
- e) We shall not divulge any confidential information related to Government Procurement or any procurement as deemed by University unless determined otherwise to any party in accordance to the Official Secrets Act 1972 [Act 88].

No.	Name	NRIC No.	Designation	Organization	Signature
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Boards/Committees refer to:

- i. Federal or State Procurement/Tender Boards
- ii. Procurement/Tender Board 'A'
- iii. Procurement/Tender Board 'B'
- iv. Procurement/Tender Boards of Statutory Bodies/Local Authorities
- v. Quotation Committee
- vi. 'Sick' Projects Committee
- vii. Variation Order/Claims Committee
- viii. Price Rationalization Committee
- ix. Other similar Boards/Committees

**DECLARATION BY MEMBERS OF PROCUREMENT BOARDS/COMMITTEES UPON COMPLETION
OF DUTIES**

We, as per list below hereby sincerely declare that:

- a) We have performed our duties as a member of _____
_____ without having any personal or vested interest, being influenced by any other party/parties or involved in any corrupt practices/gratification as defined in Malaysian Anti-Corruption Commission Act 2009 [Act 694];
- b) None of our family member(s) or close relative(s) has any interest in any procurement activity undertaken by us;
- c) We shall not divulge any confidential information related to this procurement to any other party/parties in accordance to the Official Secrets Act 1972 [Act 88]; and
- d) We duly understand that if we breach any terms of this Declaration, we shall be subjected to Public Officers Regulation (Conduct and Discipline) 1993/IIUM Staff Disciplinary Rules.

No.	Name	NRIC No.	Designation	Organization	Signature
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Declaration based on project/quotation/tender

APPENDIX F

BIDDER'S DECLARATION

Tender/Quotation Title and Reference Number: _____

I,..... NRIC No.
.....representing with
registration number hereby declare that I, or any
individual(s) representing this company, shall not offer or give bribes to any individual(s) in
International Islamic University Malaysia (IIUM) or any other individual(s), as an inducement to
be selected in the aforementioned tender/quotation*. I attach herewith a Letter of
Authorisation which empowers me, as a representative of the aforementioned company, to
make this declaration.

If I, or any individual(s) representing this company, is offering or giving any bribes to any
individual(s) in International Islamic University Malaysia (IIUM) or any other individual(s) as an
inducement to be selected in the aforementioned tender/quotation*, I hereby agree, as a
representative of the aforementioned company, for the following actions to be taken:

1. Revocation of the contract offer for the aforementioned tender/quotation*; or
2. Termination of the contract for the aforementioned tender/quotation*; and
3. Other disciplinary actions according to the Government/IIUM procurement rules and regulations currently in force.

In the event where there is any individual(s) who attempts to solicit any bribe from me or any
individual(s) related to this company as an inducement to be selected for the aforementioned
tender/quotation, I hereby pledge to immediately report such act(s) to the Malaysian Anti-
Corruption Commission (MACC)'s office or at the nearest police station.

Sincerely,

(Signature)

(Name and NRIC No.)

Company stamp:

- Note:
- i) * Delete whichever not applicable.
 - ii) This declaration is to be submitted together with Letter of Authorisation

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Declaration based on project/quotation/tender

APPENDIX G

SUCCESSFUL BIDDER'S DECLARATION

Tender/Quotation Title and Reference Number: _____

I,..... NRIC No.
representing with registration number
.....hereby declare that I, or any individual(s)
representing this company, shall not offer or give any bribes to any individual(s) in International
Islamic University Malaysia (IIUM) or any other individual(s), as gratification for being selected
in the aforementioned tender/quotation*. I attach herewith a Letter of Authorisation which
empowers me as the representative for the aforementioned company, to make this
declaration.

If I, or any individual(s) representing this company, is offering or giving bribes to any
individual(s) in International Islamic University Malaysia (IIUM) or any other individual(s) as
gratification for being selected in the aforementioned tender/quotation*, I hereby agree as a
representative of the aforementioned company, for the following actions to be taken:

1. Revocation of the contract offer for the aforementioned tender/quotation*; or
2. Termination of the contract for the aforementioned tender/quotation*; and
3. Other disciplinary actions according to the Government/IIUM procurement rules and regulations in force.

In the event where there is any individual(s) who attempts to solicit bribes from me or any
individual(s) related to this company as gratification for being selected in the aforementioned
tender/quotation, I hereby pledge to immediately report such act(s) to the Malaysian Anti-
Corruption Commission (MACC)'s office or at the nearest police station.

Sincerely,

(Signature)

(Name and NRIC No.)

Company stamp:

- Note:
- i) * Delete whichever not applicable.
 - ii) This declaration is to be submitted together with Letter of Authorisation.

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Declaration based on project/quotation/tender

APPENDIX H

DECLARATION OF INTEREST BY CONSULTANTS

I, NRIC/Passport
No. as owner of
..... with registration no. hereby
declare that I or any individuals representing this company will not offer or give bribes or use
influence on any individuals in International Islamic University Malaysia (IIUM) or any other
individuals, as gratification to obtain this procurement.

If there is any attempt of bribery from any party, I shall immediately lodge a report at the
Malaysian Anti-Corruption Commission's (MACC) office or at the nearest police station. I am
aware that failure to do so is an offence under the Malaysian Anti-Corruption Commission Act
2009 [Act 694]

Sincerely,

(Signature)

Name :
NRIC/Passport No :
Date :

Firm stamp:

Note: This declaration is to be submitted prior to any negotiation together with Letter of Intent

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Declaration based on project/quotation/tender

APPENDIX I

DECLARATION BY APPOINTED CONSULTANTS

I, NRIC/Passport No.
..... as owner of
..... with registration no. hereby declare
that I or any other individual(s) that are representing this company will not offer or give
bribe/gratification to any individual(s) in International Islamic University Malaysia (IIUM), as
reward for obtaining offer of appointed consultant. I also will not give/offer bribe during the
period and after the contract for whatsoever reason involving this procurement.

If I, or any individual representing this firm, is convicted of offering or giving bribes to any
individual(s) in International Islamic University Malaysia (IIUM) or any other individual(s)
directly or indirectly engaged with the procurement of the consultancy services, I hereby agree,
as a representative of the aforementioned firm, for the following actions to be taken:

- 1. Revocation of the Letter of Acceptance; or
- 2. Termination of the contract for the consultancy services in accordance to the provisions
of the Agreement; and
- 3. Disciplinary actions according to Government procurement rules and regulations in
force.

If there is any attempt of bribery from any party, I shall immediately lodge a report at the
Malaysian Anti-Corruption Commission’s (MACC) office or at the nearest police station. I am
aware that failure to do so is an offence under the Malaysian Anti-Corruption Commission Act
2009 [Act 694].

Sincerely,

(Signature)

Name :

NRIC/Passport No :

Date :

Firm stamp:

Note: * This declaration is to be returned together with Letter of Acceptance