



# Guidelines on Procurement of ICT Resources

## IIUM ICT GUIDELINES

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Guidelines

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### **Document Change Log**

<b>Release Version</b>	<b>Date</b>	<b>Pages Affected</b>	<b>Remarks/Change Reference</b>
Version 1.0	February 2018		
Version 2.0	August 2018		Add item 3.1.3
Version 3.0	January 2020	5,6,8	Amended 3.14, 3.2, 3.4

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### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Syed Mohd Hazrul bin Syed Salim	Endorsement from ITD Management	2 Oct 2018	3 Oct 2018
Syed Mohd Hazrul bin Syed Salim	Endorsement from ITD Management	16 Jan 2020	16 Jan 2020

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## 1. OBJECTIVE

The objective of this document is to define the guidelines on procurement of ICT resources in IIUM.

## 2. TERMS AND DEFINITIONS

Term	Definition
ITD	Information Technology Division
CIO	Chief Information Officer
ITD Management	CIO, Director, Deputy Directors and Team Leaders
ICT Controlled Items	Items as listed in Guidelines on Procurement of ICT Resources

## 3. GUIDELINES

### 3.1 List of ICT Controlled Items

3.1.1 The following are the list of ICT controlled items and requires recommendation from ITD and/or relevant authority:

- All range of printer models
- All types of scanners
- Notebooks/laptops
- Personal computers (excluding tablet)
- All range of server models
- Application systems/software
- All software licenses
- Switches (including hubs)
- Wireless access points
- Telephones including IP Phones (excluding mobile phone)
- Video conferencing equipment (excluding external Web Cam for laptop/desktop)
- Equipment or application system that is a stated in the deliverable of a project which may have impact to the existing IT infrastructure
- ICT services

3.1.2 Any other items other than the items listed in Section 3.1.1 above does not require recommendation from ITD and/or relevant authority.

3.1.3 The procurement of the item listed in Section 3.1.1 above for research use (i.e. research projects and etc.) does not require ITD

recommendation as stated in '*Surat Pekeliling Perbendaharaan 1PP PK1/2013 Perenggan 6 (x): Garis Panduan Mengenai Penyelarasan Penggunaan dan Perolehan Kemudahan dan Peralatan Teknologi Baru di Agensi Kerajaan*'.

3.1.4 Procurement of non-ICT controlled item combined with ICT controlled items for special purposes (e.g. the scientific instrument hardware, radio broadcasting system, magnetic resonance imaging (MRI) equipment, military intelligence system and flight simulator) does not require ITD recommendation.

### 3.2 Technical Specification Endorsement and Appointment of Technical Specification Committee

#### 3.2.1 Technical Specification Endorsement and Appointment of the Technical Specification Committee for Tender Process

3.2.1.1 Technical Specification Committee shall be appointed by ITD Director in accordance with Guidelines on Technical Specification Committee as outlined in Appendix A.

3.2.1.2 The Technical Specification Committee Meeting shall be chaired by ITD Director or the appointed representative for the purpose of technical specification endorsement.

#### 3.2.2 Technical Specification Endorsement and Appointment of the Technical Specification Committee for RFQ Process

3.2.2.1 Procurement of ICT controlled items for the estimated value that is less than RM 20,000

- The respective KCDIOs are required to use the endorsed specifications that are provided by ITD.
- If the endorsed specifications are not available or does not meet the requirement, the proposed specification should be forwarded to the respective Deputy Director and ITD Director for recommendation.

3.2.2.2 The list of the standard specifications provided (but not limited to):

- personal computers
- laptops/notebooks
- wireless access points
- printers
- scanners
- switches

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- software
- 3.2.2.3 The items list and its specifications will be reviewed from time to time.
- 3.2.2.4 Procurement value is RM 20,000 and above
- The respective KCDIOs are required to use the endorsed specifications that are provided by ITD.
  - If the endorsed specifications are not available or does not meet the requirement, the proposed specification will be tabled in the Technical Specification Committee Meeting.
- 3.3 Appointment of Tender/Quotation Evaluation Committee
- 3.3.1 The appointment of Tender/Quotation Evaluation Committee shall follow the IIUM Manual of Purchasing Policies and Procedures.
- 3.3.2 Tender/Quotation Evaluation Committee for ICT Controlled Items shall inclusive of the appointed representative(s) from ITD (officer level). The Tender/Quotation Evaluation Committee appointment letter of the appointed representative(s) from ITD shall be issued for the procurement value that is equals to or more than RM 20, 000. As for procurement value that is less than RM 20, 000, the ICT Controlled Item Procurement Recommendation Form shall be used.
- 3.4 Tender/Quotation Evaluation
- 3.4.1 The tender/quotation evaluation process shall follow the IIUM Manual of Purchasing Policies and Procedures.
- 3.4.2 The quotation clarification meetings with the participated bidders shall be held for the procurements that require UTICTEC approval as stated in Section 3.4 Approving authority in the Policy on Procurement of ICT Resources. However, as for the procurement that does not require UTICTEC approval, the quotation clarification meetings may be held (if necessary).

#### 4. IMPLEMENTATION AND NON-COMPLIANCE

- 4.1 The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
- 4.2 This guideline is applicable to the University community and any infringement of the guideline may subject to disciplinary actions and any other actions deem necessary.

### 5. ENFORCEMENT

This guideline is applicable to all staff of the University and any infringement of the policy may subject to disciplinary actions.

### 6. MAINTENANCE OF GUIDELINE

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

### 7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

- 7.1 This guideline shall be read together with the following or any documents which recently approved:
  - 7.1.1 ICT Regulations
  - 7.1.2 IIUM Financial Policy
  - 7.1.3 Policy on Procurement of ICT Resources
  - 7.1.4 Surat Pekeliling Am Bilangan 1 Tahun 2018 – Garis Panduan Tatacara Permohonan Kelulusan Teknikal Inisiatif Teknologi Maklumat dan Komunikasi (ICT) Kementerian Pendidikan Malaysia
  - 7.1.5 Surat Pekeliling Perbendaharaan 1PP PK1/2013 Perenggan 6 (x): Garis Panduan Mengenai Penyelarasan Penggunaan dan Perolehan Kemudahan dan Peralatan Teknologi Baru di agensi Kerajaan.

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### Appendix A - Guideline on Technical Specification Committee

**Coordinator** : ITRes, ITD

**Meeting Name** : Technical Specification Committee

**Meeting Secretary/Secretariat:**

ICT Controlled Items Category	Secretary	Secretariat
<b>A. Computer Hardware and Software /Services</b>	<ul style="list-style-type: none"> <li>• Appointed officer from related section (Grade 41-44)</li> <li>• Yearly appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Appointed officer from related section (Grade 41-44)</li> <li>• PA of Section</li> </ul>
<b>B. Networking Related Equipment/Services</b>	<ul style="list-style-type: none"> <li>• Appointed officer from related section (Grade 41-44)</li> <li>• Yearly appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Appointed officer from related section (Grade 41-44)</li> <li>• PA of Section</li> </ul>
<b>C. Application Systems</b>	<ul style="list-style-type: none"> <li>• Appointed officer from related section (Grade 41-44)</li> <li>• Yearly appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Appointed officer from related section (Grade 41-44)</li> <li>• PA of Section</li> </ul>
<b>D. Project</b>	<ul style="list-style-type: none"> <li>• Appointed Project Manager</li> <li>• Project basis appointment</li> </ul>	<ul style="list-style-type: none"> <li>• Appointed Project Manager</li> <li>• PA of Section</li> </ul>
	Responsibilities: <ul style="list-style-type: none"> <li>• Call for Technical Specification Committee Meeting</li> <li>• Submit a copy of the Technical Specification Approval Form to the coordinator for filing purpose</li> </ul>	

**Committee Members:**

- Deputy Directors, ITD. The chairperson for the meeting will be ITD Director or his/her appointed representative
- \*\*\*Representative from other KCDIOs may be invited if necessary

**Term of Reference:**

- To evaluate the proposed technical specification of the ICT Controlled items/Projects
- To endorse the proposed technical specification for the purpose of procurement activities

**Meeting Frequency:** Once a month/as required