

**PRA FORM B  
PROCUREMENT REQUIREMENT APPROVAL (PRA)**

<b>REQUEST FOR QUOTATION - Value more than RM10,000 up to RM 1 million</b>	
<b>REQUEST FOR QUOTATION (EXTERNAL GRANT) - Value more than RM100,000 up to RM 1 million</b>	
<b>SOLE/SINGLE SOURCING - Any value less than RM 1 million</b>	

**TITLE OF PURCHASE:**

**1. OBJECTIVE**

Objective of this proposal is to seek approval for the supply, delivery, installation (please specify whichever is applicable) of \_\_\_\_\_ for a period of \_\_\_\_ year(s) with an estimated cost of RM\_\_\_\_\_

**2. JUSTIFICATION OF PURCHASE**

Please describe the reasons/ why these items needed and attach detail PRA include the following info:

- For which project/cost centre
- For what purpose
- When are the goods/services needed?
- Where to deliver?

**3. BUDGET / FINANCIAL INFORMATION**

1.1 Cost Centre / Faculty: \_\_\_\_\_

1.2 Fund Centre: \_\_\_\_\_

1.3 Purchase Requisition (PR) & Shopping Cart (SC) No: \_\_\_\_\_

The approved budget for the above purchase requisition is RM \_\_\_\_\_ and allocated to Cost Center / Project No: \_\_\_\_\_

Source of estimated costs: Please 'TICK' [ √ ]:

Internal	
External	

Note:

- Internal – (e.g., previous similar purchase/ own research on current market price)
- External – If Quotation from supplier, please state the quotation information:

Supplier Name	
Price	
Quotation Reference No	
Account Code / Account Description	
Budget Balance (Before Purchase)	

**4. REQUIREMENT SPECIFICATIONS**

1. Please list the items required for purchase as below and attach **Bills of Quantity (BoQ) or Appendix 1 & 2 (Non-Technical) or Appendix i-iv (Technical)**

No.	Items to procure	Quantity required	Estimate Price (RM)

2. OSHE Requirement?

YES	
NO	

If yes, please attached OSHE related documents.

**5. CENTRAL CONTRACT & SPLIT OF WORK DECLARATION**

1. Is there any Central Contract for the above purchase requirements? Please 'TICK' [ / ] :

YES	
NO	

If [YES], kindly provide justification for the procurement to be executed outside central contract:

---



---

2. Has the **cost center/dept/division** made any purchase of the same/related items within the past six (6) months? Please 'TICK' [ / ]:

YES	
NO	

If [YES], kindly provide details of the previous purchase(s) such as description, date, vendor name, value, and PO number for Procurement Unit to assist accordingly in order to prevent Split of Work (SOW) transaction.

---



---

The transaction shall be considered as SOW if it fulfills **ALL** the following criteria as per table below.

Item	SOW Criteria	Description
1	Scope of Work	Scope of work will cover all similar item or related item and category.
2	Duration	6 months between PRA approvals.
3	Area	Cost centers reporting to same Head
4	Approval Authority	If the combined award value requires higher authority for award approval.

The SOW exception is listed as follows: -

1. Sourcing activity that fulfills Emergency Purchase situation.
2. Sourcing strategy was approved by Approval Authority (If applicable, please attach related supporting documentations).
3. Exclusion and exemption on case-by-case basis obtained from Procurement Unit with valid justification on the sourcing approach (If applicable, please attach related supporting documentations).

**Note: Please refer to GP Portal at TM 1Intra / MMU Intranet for further details related to Procurement Policies & Procedures:**

1. Split of Work criteria and description defined in the General Procurement Policies, Split of Works Controls, and Management Guideline.
2. Procurement Non-Compliance defined in the SOP for Managing Non-Compliance and Consequence Action.

**6. PROPOSED PROCUREMENT METHOD**

Please specify the proposed Procurement Method:

A. Quotation

B. Sole / Single Sourcing: (If choose B, please 'TICK' (/) any ONE of the criteria fulfilled as below):

i. New Requirement  ii. Renewal  iii. Expansion  iv. Upgrade

Sole/Single Sourcing Criteria	'TICK'	Justification/ Supporting Document required
1. Proprietary equipment / system / material / IPTV Content or Sole Agent / Sole Supplier / Exclusive Appointment or recommendation by Principal of goods/services/works to be acquired		If Sole or Exclusive, please attach letter from Principle. If Proprietary, please provide details explanation
2. Services of the Government, Local Authorities, City Hall/Municipal councils, Statutory Bodies or other Government agencies and bodies		Please state which Ministry or Government-linked Company and for what purpose/project
3. In the midst of establishing / strategizing a new contract via a sourcing exercise		Please provide up to date progress / status on the establishment of the Central Contract. Please state target date for the new/renewed contract to be ready
4. Carve-out allocation to local companies to support development of local capability and sustainability of local vendors		It shall be based on carve-out strategy
5. The need of engaging the same or specifically identified supplier with proven track record or performance in ensuring project continuity		Please provide track record or performance of supplier
6. Tenancy or rental of property and associated infrastructure from the land / building / premise / space / infrastructure owner.		Please provide tenancy agreement
7. Award to TM Group (including Non-wholly Owned Subsidiaries) following the 'First Right of Refusal' exercise		
8. Procurement of goods/ services/ works that are determined by GUTSB's client(s)		Please provide letter of requirement from client

**7. PROPOSED SUPPLIER (to be filled-up if method proposed is via 'Sole/Single Sourcing')**

Please provide the following information if the procurement method proposed is via 'Sole/Single Sourcing'

Company Name:		
Is the company registered as MMU's supplier?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Justification to directly award to the company:		

**8. RECOMMENDATION AND PROCUREMENT REQUIREMENT APPROVAL (PRA) – by User**

It is recommended to approve the above Procurement Requirement for \_\_\_\_\_ (Title of Purchase) for a period of \_\_\_\_ year(s) with an estimated cost of RM\_\_\_\_\_.

The proposed procurement method for the above requisition is via 'Quotation' (RFQ) / 'Sole/Single Sourcing'

(Note: please specify one method only)

PRA Prepared and Recommended by:  ..... Name: Designation: Unit/Division: Date:	Approved by:  ..... Name: Designation: Unit/Division: Date:
---	---

Note: Please refer LOA Tier 2 for the authority to approve PRA.

**9. RECOMMENDATION AND AWARD APPROVAL – by Procurement Unit**

Proposal Reviewed and Recommended by:  ..... Name: Designation: Unit/Division: Date: <b>Notes of Recommendation to Approver:</b>	Award Approval by:  ..... Name: Designation: Unit/Division: Date: <b>Approval Notes:</b>
---	---

Note: Please refer LOA Tier 1 and 2 (under Sole/Single Sourcing) for the Authority to approve Sole/Single Sourcing