	MANUAL / OFFLINE QUOTATION GUIDELINE FOR EXTERNAL GRANT	PM-PR-001	
		Version :4.0	Date : 18/10/2021

PROCESS PROFILE

Process Name	Manual / offline quotation guideline for external grant
Document Approval	Vice President Research and Innovation
Process Owner	Director, Research Management Centre

VERSION HISTORY

Version Number	Version Date	Page No	Brief Description of Changes
1.0	01 01 2014	All	Establishment of Purchasing Guideline For Research Grant
2.0	15 Oct 2019	All	Updating new requirement for External Grants purchasing process.
3.0	23 Nov 2021	All	External Grant Manual / Offline Quotation Guideline
4.0	18 Oct 2021	All	Updating new requirement for Manual Quotations and Supporting Forms



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1.0 PURPOSE

The objective of this document is to establish the procedures for controlling and managing the sourcing activities for MMU External Grants via Quotation or Sole Single Sourcing (SSS) method.

2.0 SCOPE

This guidelines shall cover the procurement evaluation, approval, goods receipt and asset tagging activities using external grants that are registered in the RMC database.


3.0 ABBREVIATION

No.	Term	Definition
1.	MMU	Multimedia University
2.	RMC	Research Management Centre
3.	RMS	Research Management System
4.	EC	Evaluation Committee
6.	PL	Project Leader
7.	PO	Purchase Order
8.	COO	Conformation Of Order
9.	LOA	Letter Of Award

4.0 TERMS

4.1 Project Leaders' or Project Members' Responsibility

No	Responsibility
1	Ensure purchasing is approved by funding agency and also adhere to TM Integrity Declaration.
2	Give priority to the registered vendors during quotation sourcing.
3	No conflict of interest with any vendors participating in the evaluation process.
4	Ensure confidentiality, transparency, fairness, non-discrimination and equal treatment to each of the participating vendors
5	Pledge not to disclose any confidential information acquired during the evaluation process to any unauthorized party.

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4.2 Manual Quotation Sourcing Requirement (refer to Limit of Authority (LOA))

4.2.1 Minimum two returned manual quotations are needed for purchasing up to RM100,000

4.2.2 Minimum number of quotation invitations/requests are as follows:

Amount RM)	Minimum invite/ Request Quotations	Minimum Returned Quotations
Up to 5,000	2	2
Up to 10,000	3	2
Up to 50,000	3	2
Up to 100,000	5	2

4.3 Evaluation assessment

4.3.1 EC members must evaluate criteria based on approved proposal by grant provider.

4.3.2 EC members must evaluate submitted quotation documents through RMS

4.3.3 EC members must give the priority to the registered vendors

4.4 Evaluation approval

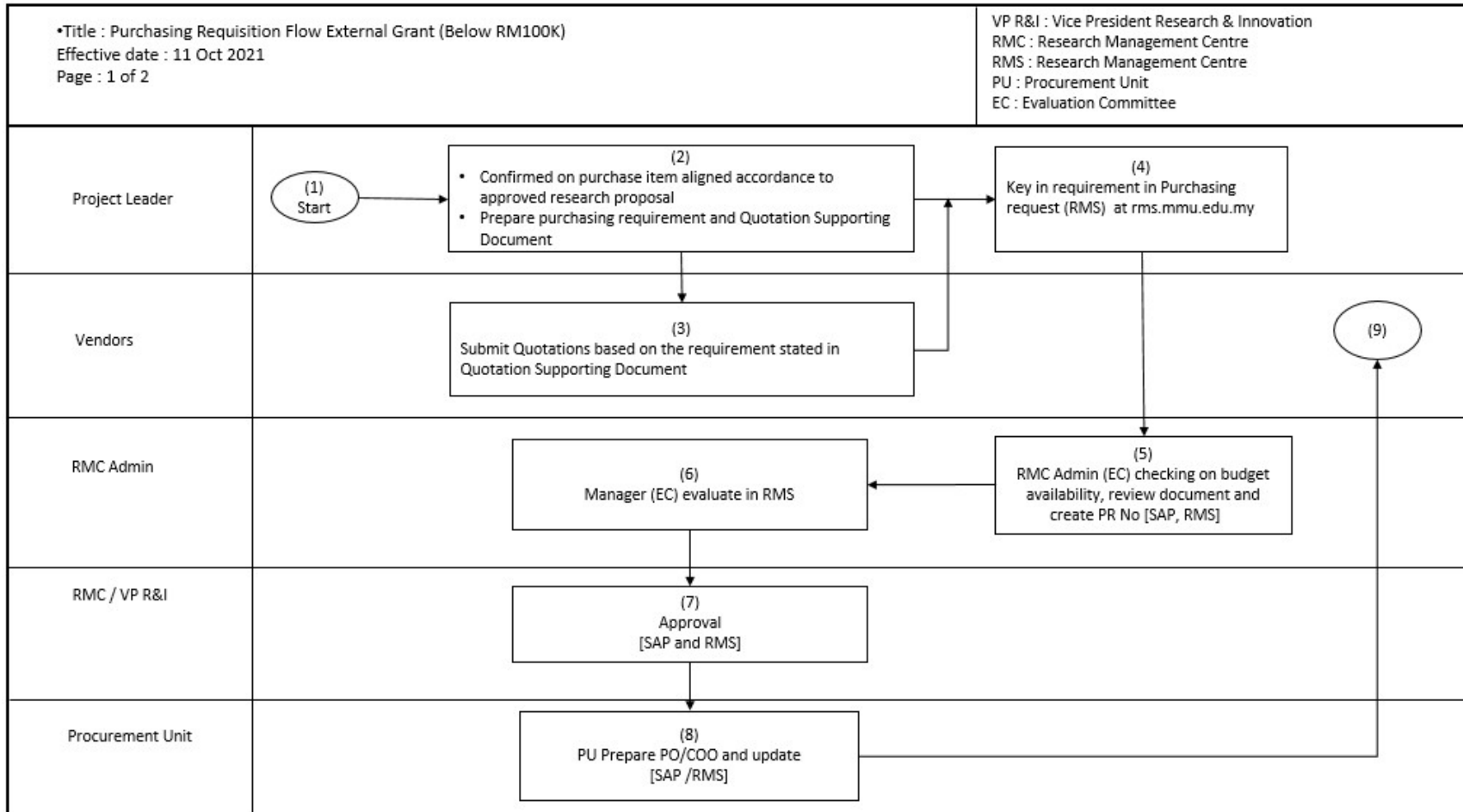
4.4.1 EC members shall evaluate all qualified vendors, based on the evaluation assessment.

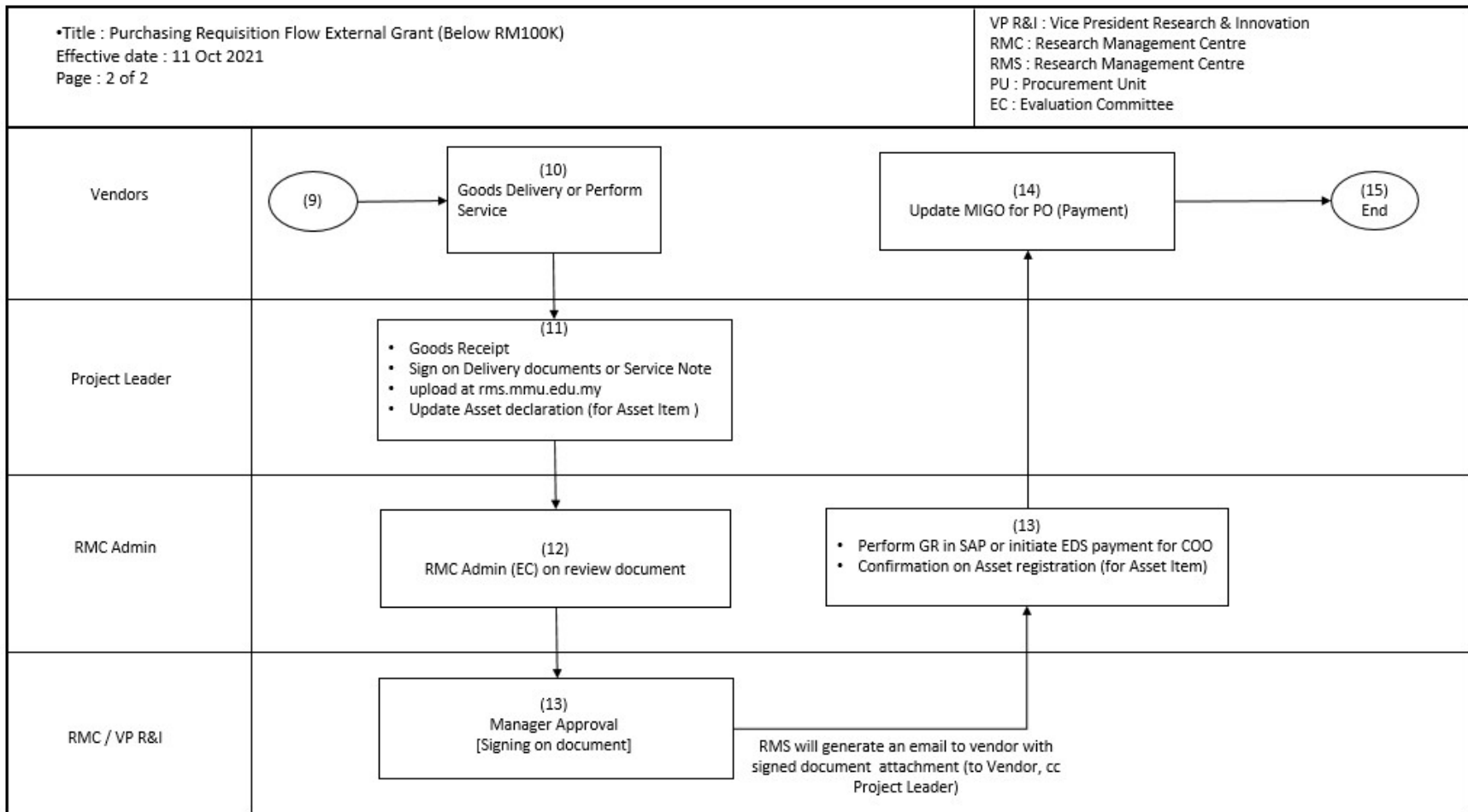
4.4.2 EC members must ensure the approved vendor is selected based on their ability to provide quality goods or services related to the research activities that conform to all relevant specifications and deliver on time with the right price.

4.5 Award process

The approved purchasing by EC must be submitted to Procurement Unit, Finance MMU for issuance of PO /COO / LOA / Contract.


5.0 PROCESS FLOW





6.0 PROCEDURES

Step	Detail Description	Person-In-Charge	Documents/Records
1.	Identify the purchase request types a) Non-Technical Purchase b) Technical Purchase c) Bill of Quotation (BOQ)	PL	Quotations and supporting document checklist. Non-Technical Forms / Technical Forms / BOQ Form Supplier Evaluation Forms. Procurement Forms (online.mmu.edu.my/forms_guidelines click VP Finance Office / Procurement)
2.	Fill in the details of specification in the Quotation and supporting documents according to the purchase type (Non-Technical Forms / Technical Forms / BOQ Form)	PL	Non-Technical Forms / Technical Forms / BOQ Form Supplier Evaluation Forms.
3.	Send out the completed Quotation and supporting documents (Non-Technical Form / Technical form / BOQ Form and Supplier Evaluation Form) to the vendors /suppliers.	PL	Email /Fax /Other Non-Technical Form / Technical form / BOQ Form Supplier Evaluation Form
4.	Make purchase request through RMS (Purchasing Module) and attach all the completed documents.	PL	rms.mmu.edu.my Quotation and other supporting documents RMS Manual
5.	Check the availability and correctness of the followings: a) Budget b) Requested item is stated in the approved research proposal c) Procurement requirement is followed d) PR creations in SAP (CJ20n)	RMC personnel / EC (Non Executive)	rms.mmu.edu.my RMS Manual SAP (Project System)
6.	Evaluation of the request	RMC personnel / EC(Manager)	rms.mmu.edu.my
7.	Approval of the request	RMC Director	rms.mmu.edu.my SAP (Project System)
8.	PO /COO/LOA/Contract preparation and approval	PU personnel and HOP	rms.mmu.edu.my

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9.	Update Goods Receipt document in RMS a) Upload Delivery Order (DO) & Invoices with PL signed and official stamp b) Update Asset registration record (if asset)	PL	rms.mmu.edu.my
10.	RMC Admin verify on submitted document <ul style="list-style-type: none"> • Get Manager approval • Update GR in SAP • Confirm on the Asset Tagging (for asset item) • Update payment for COO (unregistered vendor) 	RMC	rms.mmu.edu.my RMS generate an email to vendor with signed document (DO and Invoice).
11.	Update MIGO for payment (PO)	Vendor	MIGO

7.0 EXTERNAL/ INTERNAL REFERENCES

No	References	Document No
1	External R&D Grant Procurement Process	MMU/FIN/I-SOP/13
2	Procurement Form	Online Portal
3	Quotations and supporting document checklist for external grant purchase request	RMC-CH-PR -001