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|  | | | | | | | PEJABAT BURSAR | | | | | | | | | | | | | | | | | |
| SENARAI SEMAKAN UNTUK PENYEDIAAN KONTRAK BEKALAN/PERKHIDMATAN | | | | | | | | | | | | | | | | | |
| ARAHAN: SILA TANDAKAN () PADA KOTAK YANG BERKENAAN | | | | | | | | | | | | | | | | | | | | | | | | |
| KAEDAH PEROLEHAN : | | | PEMBELIAN TERUS | | | | | |  | SEBUT HARGA A | | | |  | SEBUT HARGA B | | |  | | TENDER |  | RUNDINGAN TERUS | |  |
| MAKLUMAT PEROLEHAN | | | | | | | | | | | | | | | | | | | | | | | | |
| Tajuk Tender/Sebut Harga dan No. Rujukan | | | | | | : | |  | | | | | | | | | | | | | | | | |
| Nama Syarikat | | | | | | **:** | |  | | | | | | | | | | | | | | | | |
| Pusat Tanggungjawab | | | | | | : | |  | | | | | | | | | | | | | | | | |
| Harga Kontrak | | | | | | **:** | |  | | | | | | | | | | | | | | | | |
| **1.0 SEMAKAN DOKUMEN SOKONGAN KONTRAK** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | 1.1 | Tarikh Terima Kontrak | | | | | | | | | | | | | | | | | | | | |  | |
|  | 1.2 | Tarikh Surat Setuju Terima (SST) ………… / Tarikh maklum balas syarikat | | | | | | | | | | | | | | | | | | | | |  | |
|  | 1.3 | Semak Dokumen Sokongan | | | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.1 | | Maklumat Muka Hadapan kontrak mengandungi tajuk, no. rujukan dan nama pentadbir kontrak | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.2 | | Format Kontrak yang digunakan adalah betul | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.3 | | Surat Setujuterima yang telah ditandatangani oleh syarikat | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.3 | | Borang Tawaran Harga/Quotation | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.4 | | Spesifikasi | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.5 | | Sijil-sijil berkaitan | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.6 | | Salinan permit pekerja asing (akan dilampirkan)(jika berkaitan) | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.7 | | Jaminan Bank (Bagi kontrak RM200,000 dan ke atas) | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.8 | | Salinan Akuan Pembida | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.3.9 | | Kelulusan lantikan | | | | | | | | | | | | | | | | | | |  | |
|  | 1.4 | Semakan Spesifikasi | | | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.4.1 | | Pejabat Pembangunan dan Pengurusan Aset bagi perolehan penyelenggaraan lif, **penghawa dingin**, set generator dan loji rawatan kumbahan**(Tindakan Perolehan)** | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.4.2 | | Pejabat Pembangunan dan Pengurusan Aset perolehan landskap dan memotong rumput | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.4.3 | | Kelulusan Bahagian Keselamatan bagi perolehan kawalan keselamatan | | | | | | | | | | | | | | | | | | |  | |
|  |  | 1.4.4 | | Pejabat Penasihat Undang-undang (PPUU) **(Tindakan Perolehan)** | | | | | | | | | | | | | | | | | | |  | |
|  |  |  | |  | | | | | | | | | | | | | | | | | | |  | |
|  | 1.5 | Proses Tandatangan Kontrak | | | **Nilai Kontrak < RM100,000** | | | | | | | | **Tarikh** | | | **Nilai Kontrak > RM100,000** | | | | | | | **Tarikh** | |
|  |  |  | | | Bursar | | | | | | | |  | | | Naib Canselor | | | | | | |  | |
|  |  |  | | | Timbalan Bendahari | | | | | | | |  | | | Pegawai Kewangan | | | | | | |  | |
|  | 1.6 | Tarikh Stemping | | | | | | | | | | | | | | | | | | | | |  | |
| **TEMPOH KESELURUHAN KONTRAK DITANDATANGANI (1.1 HINGGA 1.6)** | | | | | | | | | | | | | | | | | | | | | | |  | |
| **3.0 SEMAKAN** | | | | | | | | | | | | | | | | | | | | | | | | |
| Disediakan Oleh:- | | | | | | | | | | |  |  | | | | |  | | Disahkan Oleh: | | | | | |
| .........................................  Tandatangan  Nama :  Cop Jawatan:  Tarikh : | | | | | | | | | | |  |  | | | | |  | | ........................................  Tandatangan  Nama :  Jawatan:  Tarikh : | | | | | |

**Nota Peringatan:**

1. Kontrak hendaklah ditandatangani selewat-lewatnya **4 bulan dari tarikh maklumbalas syarikat iaitu sebelum atau pada ………………………**
2. Senarai semakan ini hendaklah dikemaskini oleh pegawai yang terlibat dengan tindakan-tindakan di atas
3. Lampirkan dokumen ini bersama kontrak
4. **SILA LENGKAPKAN PERKARA BERTANDA X**