

**SULTAN AHMAD SHAH MEDICAL CENTRE @IIUM**

**PURCHASE REQUISITION FORM**  
**Non-Clinical**  
**(Asset/ Inventory / Furniture & Works)**

Requestor's Name		Staff No.	
Contact No. ( h/p & ext.)		Email Address	
Department / Sub store		Position	
Date of Request		Signature with stamp:	
Expected Delivery Date			

Items and Description		Quantity	Justification / Purpose
<b>Classification:</b>	<b>Cost Estimation</b>	<b>Source of Fund, Availability and Account Vote</b>	
<input type="checkbox"/>	First Right Refusal	<input type="checkbox"/>	3rd Party Process

**Recommended by:**

**Recommended by:**

**Recommended by:**

**Approved by:**

.....  
**Ahmad Hisyamudin Abd. Rahman**  
 Head, Department. of Facilities and  
 Engineering  
 Sultan Ahmad Shah Medical Centre  
 @IIUM

.....  
**Ahmad Anwar Zaini Amat**  
 Head  
 Department of Finance  
 Sultan Ahmad Shah Medical Centre  
 @IIUM

.....  
**Dr. Siti Zainab Tauhed**  
 Director (Administration)  
 Sultan Ahmad Shah Medical Centre  
 @IIUM

.....  
**Prof. Dato' Dr Mohamed**  
**Saufi Awang**  
 Hospital Director  
 Sultan Ahmad Shah Medical Centre  
 @IIUM

**Please Attach Prerequisite Document:**

1. Specification form
2. Market Survey (if applicable)
3. List of potential vendors
4. Approval for the use of Trust Fund (if relevant)

IIUM/413/Dept/Year/Quotation Count

QUOTATION TO SUPPLY AND DELIVER (SUPPLY, DELIVER, INSTALL AND COMMISSION) OF .....

DEPARTMENT OF .....,

No	Specification	Bidder's Technical Specification (if different from the original specification)	Qty	Comply		Page No. of the Catalogue (Please highlight in the catalogue)	Remark
				Yes	No		
	<u>Technical / Product Specification</u>						

**SCHEDULE OF PRICE SUMMARY**

QUOTATION TO SUPPLY AND DELIVER (SUPPLY, DELIVER, INSTALL AND COMMISSION) OF .....

DEPARTMENT OF .....,

(IIUM/413/Dept/Year/Quotation Count)

NO	ITEMS AND DESCRIPTION	BRAND	QTY	UNIT PRICE (RM)	TOTAL PRICE (RM)
1.					
2.					
GRAND TOTAL:					

\*\* The Grand Total is as per declaration in Section III (Form of Quotation).

\*\*\* Please provide the detail unit price for each item in separate table (your own attachment).