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INDUSTRIAL REPORT

OVERVIEW OF PROCUREMENT PROCESS
AT SARAWAK GENERAL HOSPITAL

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CHAPTER ONE

INTRODUCTION OF THE ORGANIZATION

1.1 History and Background of Sarawak General Hospital

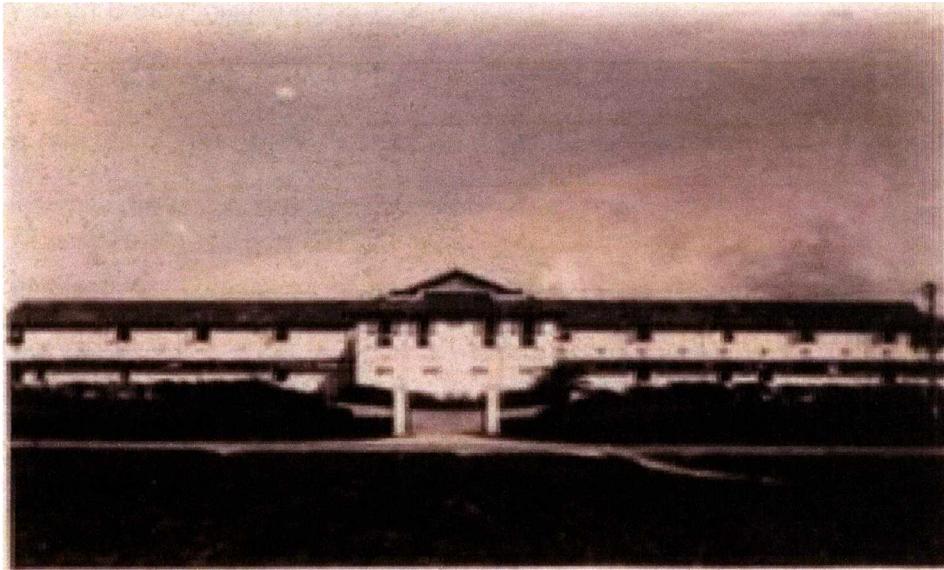


Figure 1 : Kuching General Hospital between 1900 to 1930

Source from http://en.wikipedia.org/wiki/Sarawak_General_Hospital

Sarawak General Hospital has been in existence since 1870. However, no proper historical records have been preserved of its existence. The earliest record about the hospital is from 1910. Based from this documentation, the hospital was initially located at the current site of the Kuching Central Prison and a total of 920 patients were admitted to the hospital during that year.

In 1925, construction of a new hospital started at the hospital's current location at Jalan Tun Abang Haji Openg. The new hospital was operational from 1931. From its foundation up until at least the outbreak of World War II, the hospital was known as Kuching General Hospital.

After World War II, the hospital was unable to meet the growing needs of the population. In 1957, a proposal to build a new and modern hospital was put forward. A total of RM13.5 million was spent for the 1964 - 1968 Development Plans and the consultation and

CHAPTER TWO

CURRENT JOB DESCRIPTIONS

2.1 Introduction Of Current Job Description

I have been working with Minister of Health as Administrative Assistant (Clerical/Operations) N17 since 31 October 2005. My first posting was at The Health Office, Sibul Sarawak for 4 years in Account Section. Currently, I was working at Procurement Unit, Sarawak General Hospital Kuching. In this unit, I was responsible for the procurement process for provision of direct purchase and quotation for the management and development of new policies / one off which is included supplies, services and works. However, the tasks are ordered according to the powers vested in. Deceptively simple but many procedure to be met in implementing the procurement process. Also, the processes of procurement by manually and through online (ePerolehan).

2.2 Types And Modes Of Procurement

There are 3 categories for the purpose of procurement in Sarawak General Hospital which is works, supplies and service. In Procurement Unit, we are only processing for 2 types and modes of procurement as follows :

i. Direct Purchase

This procedure allows procurement of supplies and service up to the value of RM50,000 directly through the issue of Government order to any known supplier of goods or services consistently supplying goods and services at acceptable quality and reasonable price.

CHAPTER THREE

ANALYSIS OF TASKS

3.1 Introduction

For this chapter, analysis of tasks focuses on the tasks given in Procurement Unit. As I mentioned at Chapter 2, my main responsibility was to process quotations for the supply, services and works in the Procurement Unit of the Sarawak General Hospital. Since I am directed to do the tasks, a lot of experience that I have gained as a secretariat. I believe some of the people even the government servant himself still confused the meaning of 'procurement'. What is 'procurement'? So in this chapter, let me explaining a bit details some of the terms, challenges and strengths of my task in Procurement Unit.

Generally, 'procurement' can be defined the overarching function that describes the activities and process to acquire goods and services. Importantly, procurement involves in establishing fundamental requirements, sourcing activities such as market research and vendor evaluation and negotiation of contracts.

To manage quotations in Sarawak General Hospital, the Procurement Unit has used a system called eProcurement. Electronic Procurement or known as ePerolehan was started in Malaysia in 1999 as one of the projects under the Electronic Government Flagship. Generally, ePerolehan refers to the use of electronic methods in every stage of the purchasing process from identification of requirements through payment, and potentially to contract management.