



**THE FACTORS THAT CONTRIBUTE TO THE PERFORMANCE OF
PROCUREMENT STAFF IN HOLCIM MALAYSIA SDN. BHD.**

MOHD FAHMY BIN MOHD ABDUL RAHMAN

2012223554

NUR FATIMAH BINTI RAZALI

2012682818

**BACHELOR OF BUSINESS ADMINISTRATION
(HONS) INTERNATIONAL BUSINESS
FACULTY OF BUSINESS MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
MALACCA CITY CAMPUS**

JUNE 2014

DECLARATION OF ORIGINAL WORK



**BACHELOR OF BUSINESS ADMINISTRATION
WITH HONOUR (INTERNATIONAL BUSINESS)
FACULTY OF BUSINESS MANAGEMENT
UNIVERSITI TEKNOLOGI MARA
“DECLARATION OF ORIGINAL WORK”**

I, MOHD FAHMY BIN MOHD ABDUL RAHMAN, (I/C Number: 910105-01-5499) and
I, NUR FATIMAH BINTI RAZALI, (I/C Number: 910108-01-6016)

Hereby, declare that:

- This work has not previously been accepted in substance for any degree, locally or overseas, and is not being concurrently submitted for this degree or any other degrees.
- This project paper is the result of our independent work and investigation, except where otherwise stated.
- All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Signature: _____ Date: _____

Signature: _____ Date: _____

LETTER OF TRANSMITTAL

26th June 2014

The Head of Program
Faculty of business Administration
Universiti Teknologi Mara (UiTM)
110 Off Jalan Hang Tuah
75300 Melaka

Dear Sir/Madam,

SUBMISSION OF THE FINAL THESIS REPORT

With references to the above matter, enclosed here is our research paper entitled **“Factor That Contribute to the Performance of Procurement Staff in Holcim Malaysia”**.

This research paper is a partial requirement for the fulfillment of Bachelor of Business Administration with Honours (International Business). The objective of the research being conducted to examine the factors that contributed to the performance of procurement staff in Holcim Malaysia and to investigate which factor are mostly contributed to the performance of procurement staff in Holcim Malaysia.

Hopefully, this report meets your requirement and expectations.

Thank you.

Yours Sincerely,

Yours Sincerely,

MOHD FAHMY BIN MOHD
ABDUL RAHMAN
2012223554
Bachelor of Business Administration
(Hons) in International Business

NUR FATIMAH BINTI RAZALI
2012682818
Bachelor of Business Administration
(Hons) in International Business

TABLE OF CONTENT

	PAGE
DECLARATION OF ORIGINAL WORK	i
LETTER OF SUBMISSION	ii
ACKNOWLEDGEMENT	iii - iv
TABLE OF CONTENT	v - viii
LIST OF FIGURE	ix
LIST OF TABLE	x - xi
CHAPTER 1: INTRODUCTION	
1.0 INTRODUCTION	1
1.1 BACKGROUND OF STUDY	2 – 4
1.2 BACKGROUND OF COMPANY	4 – 7
1.3 PROBLEM STATEMENT	7 – 9
1.4 RESEARCH OBJECTIVES	9 - 10
1.5 RESEARCH QUESTION	10
1.6 SCOPE OF STUDY	10 - 11
1.7 SIGNIFICANT OF STUDY	11 – 12
1.8 LIMITATION OF STUDY	12 - 13
1.9 DEFINITION OF TERM	13 – 15

CHAPTER 1

INTRODUCTION

1.0 INTRODUCTION

Procurement and purchasing is different thing and have different meaning. The term “Purchasing” refers to the process of ordering and receiving goods and services and it is a subset of the wider procurement process also generally, purchasing refers to the process involved in ordering goods such as request, approval, creation of a purchase order record (a Purchase Order or P.O.) and the receipting of goods while “Procurement” is the overarching function that describes the activities and processes to acquire goods and services and it is distinct from “purchasing”, procurement involves the activities involved in establishing fundamental requirements, sourcing activities such as market research and vendor evaluation and negotiation of contracts as well as it can also include the purchasing activities required to order and receive goods retrieve from Definition of Procurement – Procurement vs Purchasing. (n.d). However, in Holcim Procurement Handbook state that purchasing is the systematic process of deciding what, when, and how much to purchase, the act of purchasing it, and the process of ensuring that what is required, received on time in the quantity and quality specified and for procurement is all third party sourcing activities at strategic and operation levels, the aim to ensure minimum total cost ownership.