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|  | ICMS-F-033  **AppLication form for purchase of goods/**  ***For Internal Use***  Form Number:  ICMS-PUR-  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **acquisition of services**  ***(Amount ≤ MOP15,000)*** | | | | |
| *NOTE: For amount of good(s) to be purchased and/or service(s) to be acquired >MOP15,000, please initiate your purchase request via the University Procurement Section (PCT). For details, please approach your Faculty/Institute/Key Lab’s research support colleague.* | | | | | |
| 1. **Project information** | | | | | |
| Name of Principal Investigator: [Name of PI] | | | | | |
| R.C./FDCT Project Reference Number: | | | | | |
| Project Title (in English): | | | | | |
| 1. **Description of goods/service to be purchased** *(the below table is expandable)* | | | | | |
| Description of good(s)/service(s): | | Quantity | | Reason(s) for making the purchase: | Item no. (for FDCT Project) |
|  | |  | |  | 1) |
|  | |  | |  | 2) |
|  | |  | |  | 3) |
| 1. **PrOcurement** | | | | | |
| Procurement is completed based on relevant laws below:  **I have obtained oral/written consultations from at least 3 suppliers.**  In accordance with Item 1, 2 and 3 of Article 8 of DL No.122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, consultation was sought from at least 3 suppliers for the purchase.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第8條第1,2及3款之規定，已向至少3個供應商要求報價。  **I have obtained oral/written consultation from one supplier only.**  In accordance with Item 2(a, b, e, f, g) of Article 7, Item 1 and 4 of Article 8 and Article 10 of DL No.122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, a waiver of consultation with at least 3 suppliers is proposed and direct consultation with the supplier below are proceeded.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第7條第2款第(a,b,e,f,g)項，第8條第1、4款及第10條之規定，免除向3個供應商要求報價並向以下供應商進行直接磋商。 | | | | | |
| I hereby declare that I comply with the Macau Procurement Law DL No.122/84/M and have obtained proper oral/written quotation(s) with proper record for the proof of consultation for the proposed purchase item(s) with amount <= MOP15,000. | | | | | |
| 1. **Award** | | | | | |
| Awardee: [Name of Awardee]  *Please state the full name of the supplier e.g. Pok Fo Scientific Instrument CO., Ltd* | | | | | |
| Total amount of award: [Award amount]  *Please state the total amount of the purchase that will be paid to the supplier in original quoted currency. e.g. RMBX,XXX (MOP equivalent at the time of payment)* | | | | | |
| Justification(s) for choosing the above mentioned awardee:  *In principle, quotation with the lowest price should be chosen.* | | | | | |
| The award is proposed in accordance with the relevant laws below:  **The chosen supplier is Local**  In accordance with Article 5 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated above.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第5條之規定:為上述研究項目所作的採購作判給，被判給人為 [Name of Awardee]，判給金額為[Award amount]。  **The chosen supplier is Non-local**  In accordance with Item 2 of Article 22 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated above.  根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第22條第2款之規定:為上述研究項目所作的採購作判給，被判給人為 [Name of Awardee]，判給金額為[Award amount]。 | | | | | |
| **Retroactive**  Effective Date 生效日期: [Effective Date]  Justification(s) for retroactive effect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  In accordance with item 2(a) of article 118 and items 3 and 4 of article 126 of Administrative Procedure Code approved by DL No. 57/99/M dated 11/10/1999, it is hereby proposed to ratify the relevant expenses with retroactive effect from [Effective Date].  根據經10月11日第57/99/M號法令核准之《行政程序法典》第118條第2款(a)項、第126條第3款及第4款之規定，追認有關開支；追溯由[Effective Date]起生效。 | | | | | |
| 1. **Budget information (To be Filled by RelevaNt Units)** | | | | | |
| Reserve to pay from (unit own budget), Budgeting unit: ***RSKTO***  「部門本身預算」中預留撥款支付。預算單位：***RSKTO***   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Budgetary Classification預算分類項 | Year  年度 | Organization  組織 | Cost Center  部門 | DSF Code  經濟分類 | | Amount  金額 (MOP) | | 20\_\_\_ | 70800100 |  | 32-02-19-00-00 | 研究及顧問  Research and Consultancy |  | | 32-01-01-00-00 | 原料、工場及餐廳消耗品  Raw Materials and Consumables for Workshop and Restaurant |  | | 41-02-08-00-00 | 工場及餐廳用品  Workshop and Restaurant Items |  | | 41-03-01-00-00 | 軟件及版權  Software and Patent |  | | 41-02-10-00-00 | 資訊及系統設備  Information and System Equipment |  | | 32-02-09-01-00 | 公幹交通費用  Transportation Expense for Official Trip |  | | 32-02-06-00-00 | 通訊、郵政及速遞  Communication, Postage and Courier Expenses |  | |  |  |  |   Reserved on登錄於\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，with cativo No.登錄號為\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_，reserved by登錄由\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。 | | | | | |
| 1. **Request for approval summary (To be Filled by RelevaNt Units)** | | | | | |
| It is proposed to seek approval from the authorized entity on the following:  謹請具權限實體批准以下建議:  **Local supplier is chosen**  In accordance with Article 5 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award with the awardees stated above.  (本地供應商) 根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第5條之規定:為上述研究項目所作的採購作判給，被判給人為 [Name of Awardee]，判給金額為[Award amount]。  **Non-local supplier is chosen**  In accordance with Item 2 of Article 22 of DL No. 122/84/M dated 15/12/1984, subsequently amended by DL No. 30/89/M dated 15/5/1989, it is proposed to award the purchase for the research project to [Name of Awardee], at the amount of [Award amount].  (非本地供應商) 根據經5月15日第30/89/M號法令修改之12月15日第122/84/M號法令第22條第2款之規定:為上述研究項目所作的採購作判給，被判給人為[Name of Awardee]，判給金額為[Award amount]。  **Retroactive**  In accordance with item 2(a) of article 118 and items 3 and 4 of article 126 of Administrative Procedure Code approved by DL No. 57/99/M dated 11/10/1999, it is hereby proposed to ratify the relevant expenses with retroactive effect from [Effective Date].  (追溯) 根據經10月11日第57/99/M號法令核准之《行政程序法典》第118條第2款(a)項、第126條第3款及第4款之規定，追認有關開支；追溯由[Effective Date]起生效。 | | | | | |
| 1. **Signature** | | | | | |
| ***Prepared by: Principal Investigator (申請人)*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: [Name of PI]  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | ***Checked by Relevant Unit*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: Anita Chau  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| ***Approved by the competent entity 具權限實體批准:*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 簽署  Print Name: Prof. Chen Xin, Interim Director of Institute of Chinese Medical Sciences  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

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| 1. **CONTACT PERSON** |
| Name: |
| Email: |
| Telephone: |