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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 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 verbal/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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, verbal/written consultation was sought from at least 3 suppliers for the purchase.  根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第八條第一款、第二款及第三款之規定，已向至少3個供應商要求口頭或書面報價。  **I have obtained verbal/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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, written consultation is exempted and propose to directly award to the supplier below is proceeded.  根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第七條第二款[a)/ b)/ e)/ f)/ g)]項，第八條第一款及第四款以及第十條之規定，豁免書面諮詢並向以下供應商進行直接判給。 | | | | | |
| I hereby declare that I comply with the Macau Procurement Law DL No.122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services” and have obtained proper verbal/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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award [purchase of goods/ acquisition of service] to [Name of Awardee] for [event/ activities/ operation] with the award amount of [Award amount].  (本地供應商) 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第五條之規定，為上述研究項目所作的[事件/ 活動/ 運作]將[購買財貨/ 取得服務]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 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award [purchase of goods/ acquisition of service] to [Name of Awardee] for [event/ activities/ operation] with the award amount of [Award amount].  (非本地供應商) 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第十七條第二款之規定，為上述研究項目所作的[事件/ 活動/ 運作]將[購買財貨/ 取得服務]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 the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award [purchase of goods/ acquisition of service] to [Name of Awardee] for [event/ activities/ operation] with the award amount of [Award amount].  (本地供應商) 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第五條之規定，為上述研究項目所作的[事件/ 活動/ 運作]將[購買財貨/ 取得服務]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 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by the Law No. 5/2021 “The Expenditure Regime Related to Works, Acquisition of Goods and Services”, it is proposed to award [purchase of goods/ acquisition of service] to [Name of Awardee] for [event/ activities/ operation] with the award amount of [Award amount].  (非本地供應商) 根據經第5/2021號法律修改十二月十五日第122/84/M號法令《有關工程、取得財貨及服務的開支制度》第十七條第二款之規定，為上述研究項目所作的[事件/ 活動/ 運作]將[購買財貨/ 取得服務]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. Xin CHEN, Interim Director of Institute of Chinese Medical Sciences  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |

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