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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**
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| 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)*
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| Description of good(s)/service(s): | Quantity | Reason(s) for making the purchase: | Item no. (for FDCT Project) |
|  |  |  | 1) |
|  |  |  | 2) |
|  |  |  | 3) |
| 1. **PrOcurement**
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| 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**
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| 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)**
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| 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***

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| 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 |  |
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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)**
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| 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**
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| ***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 CHAUDate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ***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**
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| Name: |
| Email: |
| Telephone: |