

**The University of Macau**  
**Guidelines for Procurement of Goods, Services and Works with an**  
**Amount of MOP50,000 or Below**

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*Associate Responsible Unit: FO*

*Keywords: procurement, goods, services, works, purchase requisition, PR, purchase order, PO*

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1. Purpose

To define the responsibilities of procurement and provide general procedures for procurement performed by user departments / units requesting the purchase (herein referred to as “Units”) in order to enhance efficiency and cost-effectiveness of the purchasing process.

2. Scope

This guideline is applied to the acquisition of goods, services and works initiated by Units.

3. Responsibilities of Procurement

3.1. Purchases of goods, services and works with an amount of MOP50,000 or below per purchase request of the same purchase category shall be handled by the Unit which requests the purchase;

3.2. Procurement through public tendering will be handled by ADMO-PCT. For details about public tendering procedures, please refer to [ADMO website](#);

3.3. Contract-based procurement in any amount will be handled by ADMO-PCT.

3.4. Centralized Procurement

3.4.1. As a measure of further simplifying the procurement procedure, a new procurement practice “Centralized Procurement” was implemented to enhance efficiency and reduce cost through large-scale purchasing;

3.4.2. ADMO-PCT will define the categories and specific types of items to be processed through centralized procurement;

3.4.3. ADMO-PCT will announce regularly the schedule for centralized procurement on specific category and items via email. The number of times for centralized procurement each year will be determined and informed by ADMO-PCT;

3.4.4. In the announcement, ADMO-PCT will provide instructions for collecting purchase request as well as the form for the Units to fill out their purchase requests. The requests should be sent back to ADMO-PCT within the set schedule in order to be processed without delay;

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3.4.5. ADMO-PCT will consolidate all requested items, start the procurement process and confirm the recommendation with the requesting Units after collecting the quotations;

3.4.6. Units obtain justification/technical comments from technical units for IT equipment, AV equipment and dangerous goods, etc., in accordance with respective guidelines from responsible departments;

3.4.7. For unexpected or urgent needs, Units should consult ADMO-PCT.

#### 4. Procurement Procedures for Units

##### 4.1. Prepare purchase request proposal

4.1.1. Include purchase request details in the proposal, such as the justification, purchase type, item description, specification, quantity, estimated amount, potential supplier, etc.;

4.1.2. Obtain justification/technical comments from technical units for IT equipment, AV equipment and dangerous goods, etc., in accordance with respective guidelines from responsible departments, and attach to the proposal;

4.1.3. Choose procurement method<sup>1</sup> and include budget information in the purchase request proposal;

4.1.4. For detailed information on preparation of purchase request proposal, please refer to the training / workshop materials on the [ADMO website](#).

##### 4.2. Send request for quotation (RFQ) to suppliers

4.2.1. RFQ can be sent to at least 3 suppliers in the form of verbal or written record. If the estimated amount exceeds MOP50,000, written consultation is mandatory;

4.2.2. Suppliers can be selected from the “PCT suppliers database” or recommended by Units. For details, please refer to “Purchasing Methodology for Choosing Suppliers” on the [ADMO website](#);

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<sup>1</sup> Refer to Article 7 and Article 8 of Decree Law No. 122/84/M dated 15/12/1984, subsequently amended by Law No. 5/2021 «Regime das despesas com obras e aquisição de bens e serviços»

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- 4.2.3. Quotation submission period is usually between 3-7 working days, depending on the complexity of the case;
- 4.2.4. Quotation submission methods can be by (a) fax, (b) e-mail, or (c) hand delivery.
- 4.3. Open quotations (if the total amount of any quotation exceeds MOP50,000)
- 4.3.1. Composition of quotation opening committee: 3 assigned staff (but it is not recommended to include the person who will raise or handle the purchase);
- 4.3.2. Quotation opening committee should:
- a. Confirm the qualification of suppliers;
  - b. Sign on the valid/accepted quotations.
- 4.4. Provide Recommendation
- 4.4.1. Recommendation from technical units is required for IT equipment, AV equipment and dangerous goods, etc., in accordance with respective guidelines from responsible departments.
- 4.5. Prepare comparative table for selection (for proposed award amount exceeding MOP50,000)
- 4.5.1. The comparative table is recommended to be reviewed by the selection committee, which is composed of 3 members. The selection committee member cannot be the same person as any member of the quotation opening committee;
- 4.5.2. Detailed justification should be provided if the item with the lowest price is not selected.
- 4.6. Seek award approval from the delegated approver
- 4.7. Issue purchase order (PO)
- 4.7.1. Indicate clearly the awardee, awarded items, quantity, award amount, delivery address and receiver's contact information;
- 4.7.2. PO shall be signed by the delegated approver or his/her sub-delegates.

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4.8. Upon receipt of goods

- 4.8.1. Check the product against invoice from supplier and purchase order for specifications, whenever applicable, including quantity, brand, model, integrity, colour, size, expiry date, quality, etc.;
- 4.8.2. The quality checking should be done immediately, preferably upon receipt of goods. Otherwise, the checking should be done within 5 working days or the number of days specified on the invoice, whichever is shorter;
- 4.8.3. Communicate and follow up with supplier immediately should any problem is found at the time of checking.

4.9. Settle payment

- 4.9.1. Please refer to the “Guidelines for Payment and Reimbursement” provided by Finance Office.

5. For other information related to the procurement process, please refer to the [ADMO website](#).

6. Related Forms and Records

- 6.1. [Request for Quotation Form](#)
- 6.2. [Quotation Opening Form](#)
- 6.3. [Comparative Table](#)
- 6.4. [Purchase Order Form](#)