|  |  |
| --- | --- |
| 意見Opinion:  Name:  Title:  Date: | 批示 Dispatch:  Name:  Title:  Date: |

**判給建議書編號Award Proposal No.: ADMO-PCT/RTO/00XX/201X**

採購申請編號 PR form Ref.: XXXXX

申請部門Requesting Unit: XXX-XXX

用家部門 User Dept: XXX-XXX

1. **有需要購買/取得下列物品/服務/工程**

**There are needs to purchase / acquire the following goods / services / works:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

預算金額Estimated amount (MOP): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.1具權限實體批准立項建議之日期及編號**

**Approval date and reference number on purchase requisition:**

**FMC批准立項 FMC approved purchase requisition**

根據20XX年X月X日第X次澳門大學財務管理委員會會議決議（FMC/0XX/000X/20XX），批准題述之立項建議（附件X），並批准有關採購以書面諮詢／直接詢價形式進行，而批准的預算總金額為澳門元XXX。

The FMC, at its XXth meeting on XX/XX/20XX (FMC/0XX/000X/20XX), approved the written consultation/ direct consultation of the captioned purchase requisition (annex X) at the estimated budget of MOPXXX.00.

**具權限實體批准立項 Authorized entity approved purchase requisition**

根據具權限實體於20XX年X月X日作出之批示，批准題述之立項建議（附件X），並批准有關採購以書面諮詢／直接詢價形式進行，而批准的預算總金額為澳門元XXX。

In accordance with the approval from the authorized entity dated dd/mm/yyyy, written consultation/ direct consultation of the captioned purchase requisition was approved (annex X) with the estimated budget of MOPXXX.00.

**1.2 採購內容摘要**

**Summary of purchasing items**

判給內容：（X個項目）

Award contents: (X items)

|  |  |  |
| --- | --- | --- |
| 編號  No. | 內容  Description | 數量  Quantity |
| 1 |  |  |
| 2 |  |  |

1. **為此 For this purpose:**

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、第二款及第三款及第十七條第二款之規定，已進行X 個**書面諮詢**，附上報價比較表（附件X）及有關技術分析（附件X）。其邀請報價項目亦已上載到澳門大學之採購通告網頁（附件X）。

In accordance with items 1, 2 and 3 of article 8, and item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》, written consultation was conducted with X entities, comparative table of quotations received (annex X) with technical analysis from XXX-XXX (annex X) is/are enclosed. The related request for quotation has been uploaded to the Procurement Notice on UM website (annex X).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **競投者編號**  **Bidder No.** | **競投者**  **Bidder** | **備註**  **Remarks** |
| 1 | A | XXX公司  XXXCOMPANY | 接納  Accepted |
| 2 | B | XXX公司  XXXCOMPANY | 接納  Accepted |
| 3 | C | XXX公司  XXXCOMPANY | 未能提供報價  No Offer |
| 4 | D | XXX公司  XXXCOMPANY | 沒有提交報價  No reply |
| 5 | E | XXX公司  XXXCOMPANY | 不獲接納  Not Accepted |

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）項及第八條第一款、第四款及第十條及第十七條第二款之規定，**豁免進行書面諮詢，以直接詢價形式進行**。

In accordance with item 2 a)/b)/e)/f)/g) of article 7, items 1 and 4 of article 8 and article 10, and item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》, written consultation is exempted.

根據經十月十一日第57/99/M號法令核准之《行政程序法典》第一百一十八條第二款a）項、第一百二十六條第三款及第四款之規定，追溯、追認有關行政行為由XX年XX月XX日起生效。

In accordance with item 2a) of article 118 and item 3 and 4 of article 126 of Codigo do Procedimento Administrativo approved by D/L no. 57/99/M dated 11/10/1999, to ratify the relevant administrative acts with retroactive effect from XXX.

其他 Others「xxxxxxxxxxxxx」

1. **建議判給內容 Proposed award details:**

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/第十七條第二款之規定，批准以下列條件作判給：

In accordance with article 5/item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》, it is proposed to award as per below details:

* 1. 被判給人Awardee: XXXXX
  2. 判給金額Amount of award: MOPXXX.00
  3. 供貨期 Delivery period: XXX

服務期 Service period: XXX

施工期 Completion period: XXX

* 1. 付款方式Payment terms: XXXXX
  2. 保養期 Warranty: XXXX
  3. 形式Formalization:

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》第十二條第一款a）/ b）項之規定，**毋須強制簽署書面合同**。

In accordance with item 1a)/b) of article 12 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》, signing of written contract is not mandatory.

3.7 價格比較Price Comparison

「*insert table to show price comparison for previous renewal/purchase of services/goods*」

3.8 建議判給金額與預算金額之比較

Comparison of proposed award amount with estimated budget

|  |  |  |
| --- | --- | --- |
| 預算金額  Estimated budget  (MOP) | 建議判給金額  Proposed award amount  (MOP) | 差異  Variance |
| XXX | XXX | ↓ MOPXXX（↓XX%） |

1. **採納之資訊Budget Information:**

「部門本身預算/校園共同開支」中撥款支付。預算單位：XXX

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 預算分類項  Budgetary Classification | 年度  Year | 組織  Organization | 部門  Cost Center | 經濟分類  DSF Code | 金額  (MOP) |
|  |  | (description) | (description) |  |
| (code) | (code) |
|  |

登錄於reserved on xx/xx/20xx, 登錄號為with BR no.「xxxx」, 登錄由reserved by「xxxx」.

**請求審批事項摘要：**

**根據經第14/2006 號行政命令核准之《澳門大學章程》第三十九條(僅適用於當FMC為具權限實體時)，謹請具權限實體批准以下建議：**

1. 就第XXX號立項建議書事宜，根據書面諮詢/直接詢價/評標結果，及根據經第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/第十七條第二款之規定，
   1. 將 “XXXXXX” 判給予 “XXXXX”，服務期為XXX；
   2. 判給總金額為澳門元XXX.00。

Request for Approval Summary :

**In accordance with Article 39 of the UM Charter approved by Ordem Executiva n.º 14/2006 (only when FMC is the authorized entity), it is proposed to seek approval from the authorized entity on the followings:**

* 1. Concerning the purchase request proposal no. xxx, in accordance with the result of the written consultation/tender selection, and in accordance with article 5/item 2 of article 17 of DL No. 122/84/M dated 15/12/1984, subsequently amended by Lei n.º 5/2021《Regime das despesas com obras e aquisição de bens e serviços》,
  2. To award the XXXXXX for the period of XXX to XXXXX;
  3. To acquire the captioned at the total amount of MOPXXX.00.

**附件Attachments:**

立項建議書Purchase requisition proposal;

報價比較表Comparative table;

採購申請表Purchase requisition form;

「其他Others.」

部門Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

員工 Staff name:

日期 Date: